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SAN FRANCISCO
BOARD OF SUPERVISORS
GOVERNMENT EFFICIENCY
AND LABOR COMMITTEE
MINUTES

This volume includes Calendars and Budget Analyst Memoranda.
Minutes of the meetings in this volume are not available.

9231
1/1/94
CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
JUL 5 1994
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RESCHEDULED MEETING

THURSDAY, JULY 7, 1994

10:00 AM

Room 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item

- a. File 147-94-4. [Grant, Online Human Services Directory] Resolution authorizing the Public Library to apply for funds not to exceed \$612,026 available through U.S. Department of Commerce, National Technology Information Administration (NTIA) to establish the San Francisco Connection-City and County Online Human Services Directory; indirect costs are included in this grant. (Supervisors Leal, Alioto)

ACTION:

- b. File 130-94-1. [Grant - State, Adult Probation Drug Abatement] Resolution authorizing the Chief Adult Probation Officer of San Francisco to apply for, accept and expend funds of \$159,892, which include indirect costs of \$7,995, based on 5% of the total project, made available through the Office of Criminal Justice Planning for a project entitled "San Francisco Adult Probation Drug Abatement Project." (Adult Probation Department)

ACTION:

- c. File 194-94-2. [Grant - State, Code Enforcement] Resolution authorizing the City Attorney to apply for, accept and expend \$116,247 from the California Department of Justice, Government Trust Fund, for the Code Enforcement Section of the City Attorney's Office, waiving indirect costs. (City Attorney)

ACTION:

- d. File 138-94-6. [Grant - State Funds] Resolution authorizing the District Attorney to apply for, accept and expend grant funds \$236,141 made available through the California Office of Criminal Justice Planning for the operation of the Career Criminal Program for the twelve month period 7/1/94 through 6/30/95. (District Attorney)

ACTION:

- e. File 138-94-7. [Grant - State Funds] Resolution authorizing the District Attorney to apply for, accept and expend grant funds the amount of \$56,989 available through the Office of Criminal Justice Planning for a project entitled "Special Emphasis Victim Witness Assistance Program" for the twelve month period 7/1/94 through 6/30/95 and waiving indirect costs due to funding restraints. (District Attorney)

ACTION:

- f. File 138-94-8. [Grant - State Funds] Resolution authorizing District Attorney to apply for, accept and expend funds of \$280,755 made available through OCJP for a project entitled "San Francisco District Attorney's Drug Abatement Project" for the 12 month period 7/1/94 through 6/30/95 and including indirect costs of \$14,038. (District Attorney)

ACTION:

- g. File 156-94-2. [Federal Funds-PIC 1994 Refugee County Plan] Resolution approving San Francisco 1994 Refugee County Plan and authorizing PIC to apply for, accept and expend \$797,503 in line with that plan. (Private Industry Council)

ACTION:

- h. File 146-94-15. [Grant - State/Federal] Resolution authorizing Department of Public Health, Division of Mental Health and Substance Abuse Services to apply retroactively for up to \$300,000 which excludes indirect costs from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment, through the State of California, Department of Alcohol and Drug Programs; waiving indirect costs; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- i. File 172-94-24. [Mutual Aid Agreement, Hetch Hetchy Water & Power] Resolution authorizing General Manager of Hetch Hetchy Water & Power to join a mutual aid agreement whereby party members help each other in emergency situations. (Public Utilities Commission)

ACTION:

- j. File 94-92-6.4. [Release of Reserved Funds] Hearing requesting release of reserved funds, PUC, in the amount of \$146,500 for Muni Metro Accessibility Project; see File 94-91-5.1. (Public Utilities Commission)

ACTION:

- k. File 94-91-5.1. [Release of Reserved Funds] Hearing requesting release of reserved funds, PUC, in the amount of \$875,900 for Muni Metro Accessibility Project. (Public Utilities Commission)

ACTION:

REGULAR CALENDAR

2. File 97-94-25. [Local Hiring - Contract Procedure] Ordinance amending the Administrative Code (Contract Procedure) by adding Section 6.56 requiring that all City construction contracts include a provision requiring prime contractors to make good-faith efforts to hire San Francisco residents to comprise no less than 50% of their total construction work force. (Supervisors Hallinan, Alioto, Kaufman, Kennedy, Leal, Migden, Shelley)
(Rereferred from Board Meeting 6/20/94)

ACTION:

3. File 121-94-7. [Street Artist Hearing Procedure] Ordinance amending Police Code Sections 2401, 2408 and 2409 to revise procedures for the suspension or revocation of street artist certificates. (Supervisor Hallinan, Alioto)

ACTION:

4. File 193-94-3. [Camp Mather Employees] Hearing to consider the hiring of temporary summer employees at Camp Mather as it relates to methods and criteria for selection, including ethnic, racial and gender makeup, as well as residency of said employees. (Supervisor Hallinan)

ACTION:

5. File 276-94-1. [County Veterans Affairs Office] Hearing to consider the performance of the County Veterans Affairs Office. (Supervisor Kaufman)

ACTION:

6. File 280-94-1. [Permit, United Nations Plaza, Feeding Ministry] Hearing to consider issuing permits under Administrative Code Section 2.74 to associated churches to conduct a feeding ministry on the Hyde Street side of United Nations Plaza on Saturdays between 4:30 p.m. and 5:30 p.m. (Clerk of the Board)

ACTION:

7. File 25-94-16. [Contract Out, Shuttle Bus Services] Resolution approving Controller's certification that shuttle bus services for S.F. International Airport can practically be performed by private contractor at a lower cost for Fiscal Year commencing 7/1/94 than if work were performed by City and County employees. (Airports Commission)

ACTION:

8. File 25-94-22. [Contract Out, Airport Parking Management Services] Resolution approving Controller's Certification that parking management services for S.F. International Airport can practically be performed by private contractor at a lower cost for the year commencing 7/1/94, than if work were performed by City employees at budgeted levels. (Airports Commission)

ACTION:

9. File 27-94-9. [Airport, Lease Modification, American Airlines, Inc] Ordinance approving Modification No. 5 of Lease and Use Agreement between American Airlines, Inc., and San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

10. File 27-94-10. [Airport, Lease Modification #3, Mexicana Airlines] Ordinance approving Modification No. 3 of Lease and Use Agreement between Mexicana Airlines, Inc., and San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

11. File 27-94-11. [Airport, Lease Modification #2, Philippine Airlines] Ordinance approving Modification No. 2 of Lease and Use Agreement between Philippine Airlines, Inc., and San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

12. File 25-94-21. [Contract Out, Budget Analyst Services] Resolution concurring with Controller's certification that Budget Analyst services can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Controller)

ACTION:

13. File 172-94-23. [Agreement, CCSF/State Personnel Board] Resolution authorizing execution of agreement and amendments between San Francisco through the Mayor's Office, and the State Personnel Board for Career Opportunities Development Program. (Mayor's Office of Emergency Services)

ACTION:

14. File 93-94-18. [MOU, Cement Masons Local 580] Resolution ratifying MOU between the Cement Masons, Local 580 and the City and County of San Francisco. (Employee Relations Division)

ACTION:

15. File 93-94-19. [MOU, Probation Officers Association] Resolution ratifying MOU between the Probation Officers Association and the City and County of San Francisco. (Employee Relations Division)

ACTION:

16. File 93-94-20. [MOU, District Attorney Investigators' Association] Resolution ratifying MOU between the District Attorney Investigators' Association and the City and County of San Francisco; companion measure to File 93-94-20.1. (Employee Relations Division)

ACTION:

17. File 93-94-20.1. [Fiscal Provisions, DA Investigators] Ordinance implementing the fiscal provisions of the MOU between the City and County of San Francisco and the District Attorney Investigators' Association for the period 7/1/94 through 6/30/95; companion measure to File 93-94-20. (Mayor's Office of Employee Relations Division)

ACTION:

18. File 25-94-17. [Contract Out, Intake and Shelter Services] Resolution concurring with Controller's certification that intake and shelter services to status offenders can be practically performed by private contractor for lower cost than similar work services performed by City & County employees. (Juvenile Probation Department)

ACTION:

19. File 25-94-18. [Contract Out, Court Management System Services] Resolution concurring with Controller's certification that services of the Court Management System Coordinator can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Municipal Court)

ACTION:

20. File 172-94-25. [Contract Amendment, Articulated Trolley Coaches] Resolution authorizing Municipal Railway to modify an existing contract with New Flyer Industries Ltd. for purchasing Articulated Trolley Coaches. (Public Utilities Commission)

ACTION:

21. File 25-94-20. [Contract Out, Security Guard Services] Resolution concurring with Controller's certification that security services can be practically performed by private contractor for lower cost than similar services performed by City and County employees. (Purchasing Department)

ACTION:

22. File 25-94-14. [Contract Out, Janitorial Services] Resolution concurring with Controller's certification that janitorial services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

ACTION:

23. File 65-94-14. [Port Lease, South West Marine, Inc.] Ordinance approving First Amendment to Lease Agreement between South West Marine, Inc. (dba San Francisco Drydock, Inc.) and the City and County, operating by and through the San Francisco Port Commission for ship repair operations at Pier 70. (Supervisors Migden, Shelle)

ACTION:

24. File 65-94-11. [Lease, Twin Peaks Mobil Gas Station] Ordinance authorizing and approving a negotiated lease with Michael Gharib, d/b/a Twin Peaks Mobil, of certain City-owned land at the northeast corner of Portola Drive and Woodside Avenue, without competitive bidding; and ratifying previous actions. (Real Estate Department)

ACTION:

25. File 65-94-12. [Lease, AIDS Foundation, 25 Van Ness Avenue] Ordinance authorizing and approving the renewal of a lease of space in City-owned property at 25 Van Ness Avenue, consisting of portions of floors 3, 6 and 7, to the S.F. AIDS Foundation, a non-profit corporation, commencing August 1, 1994. (Real Estate Department)

ACTION:

26. File 65-94-13. [Caltrans, Permit to Use City-Owned Property] Ordinance authorizing the State of California Department of Transportation to use City-owned property at Army Street and Bayshore Boulevard; adopting findings pursuant to Planning Code Section 101. (Real estate Department)

ACTION:

27. File 64-94-10. [Lease of Property, 1390 Market Street] Resolution authorizing a lease of real property at Fox Plaza, 1390 Market Street, for the relocation of the City Attorney currently located at City Hall. (Also see File 93-94-6.) (Real Estate Department)

ACTION:

28. File 64-94-11. [Lease of Property, 760 Harrison Street] Resolution authorizing a lease of real property at 760 Harrison Street, San Francisco, for the Police Commission's Office of Citizen Complaints. (Real Estate Department)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may move to meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This Motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

29. File 45-94-30. [Settlement of Litigation, Paul Stribling] Ordinance authorizing settlement of litigation of Paul Stribling against the City and County of San Francisco by payment of \$50,000. (Superior Court No. 951-399)
(Consideration continued from 6/21/94)

ACTION:

30. File 45-94-36. [Settlement of Litigation, Leon Delarosa] Ordinance authorizing settlement of litigation of Leon Delarosa against the City and County of San Francisco by payment of \$25,000. (Superior Court No. 942-452) (City Attorney)

ACTION:

31. File 45-94-37. [Settlement of Litigation, Judith Alabdi] Ordinance authorizing settlement of litigation of Judith Alabdi against the city and County of San Francisco by payment of \$30,000. (Superior Court No. 951-047) (City Attorney)

ACTION:

32. File 45-94-38. [Settlement of Litigation, Sheila Gropper Nelson] Ordinance authorizing settlement of litigation of Sheila Gropper Nelson against the City and County of San Francisco by payment of \$10,000. (Municipal Court No. 082-772) (City Attorney)

ACTION:

33. File 45-94-39. [Settlement of Litigation, Linda Linares] Ordinance authorizing settlement of litigation of Linda Linares against the City and County of San Francisco by payment of \$9,200. (Superior Court No. 952-337) (City Attorney)

ACTION:

34. File 45-94-40. [Settlement of Litigation, Ramon Navarro] Ordinance authorizing settlement of litigation of Ramon Navarro against the City and County of San Francisco by payment of \$7,001.28. (Superior Court No. 949-592) (City Attorney)

ACTION:

35. File 46-94-8. [Settlement of Litigation, Estate of Carl Donnelly] Ordinance authorizing settlement of litigation of City and County of San Francisco against A-1 Construction & Development Co., et al., upon receipt of \$20,000. (Superior Court No. 944-079) (City Attorney)

ACTION:

36. File 48-94-13. [Settlement of Claim, Wells Fargo Bank] Resolution approving the settlement of the unlitigated claim of Wells Fargo Bank by payment of \$16,000. (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

D 4524

Bill Lynch
Documents Section
SF Public Library-Main Branch
Civic Center
San Francisco CA

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CITY AND COUNTY



Public Library, Documents Dept.
ATTN: Jane Judson
OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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JUL 07 1994

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July 5, 1994

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendation*
SUBJECT: July 7, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - File 147-94-4

Department: Public Library

Item: Resolution authorizing San Francisco to apply for new grant funds not to exceed \$612,026 available through the United States Department of Commerce, for the purpose of establishing the San Francisco Connection-City and County Online Human Services Directory.

Grant Amount: Not to exceed \$612,026

Grant Period: The proposed grant would be for a one-year term (the specific start-up date is not known at this time).

Source of Funds: United States Department of Commerce, National Technology Information Administration (NTIA)

Project: The San Francisco Connection-City and County Online Human Services Directory

Description: The Public Library will serve as the lead agency in establishing the database and information infrastructure for what will constitute The San Francisco Connection-City and County Online Human Services Directory. This Directory will provide information on a wide range of social, cultural, educational and health services throughout the City. Other City departments which will participate with

Memo to Government Efficiency and Labor Committee
July 7, 1994 Government Efficiency and Labor Committee Meeting

the Public Library in the development of the online database and information include the Commission on the Status of Women, the Mayor's Office of Children, Youth and Their Families, the Department of Social Services, the Recreation and Park Department, the Department of Public Health, and the Art Commission. In addition to these participants, the San Francisco Housing Authority and the cable television channel Citywatch 54 will also be involved in the development of this Directory.

According to the Public Library, once established, the Directory will permit City agencies to access each other's information resources and provide a single source information and referral service for the public.

Budget: The detailed budget for the proposed \$612,026 grant will be submitted at the time the Public Library submits its request to the Board of Supervisors to accept and expend the proposed grant funds.

Required Match:	In-kind Services*	\$214,247
	Library Foundation of San Francisco	322,213
	Corporation of Public Broadcasting	75,000
	Total	\$611,460

*The above-noted in-kind services are included in the Public Library's and the other participating City department's 1994-95 budgets.

Indirect Costs: \$30,601 (5% of the total grant)

Comments: 1. The Public Library advises that the application for the proposed grant funds has already been submitted. As such, the proposed legislation should be amended to authorize the Public Library to apply for the proposed grant funds retroactively.

2. The Public Library will submit a grant summary when it submits its request to the Board of Supervisors to accept and expend the proposed grant funds.

3. The Public Library has prepared a Disability Access Checklist for this proposed grant program, which is on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to authorize the Public Library to apply for the proposed grant funds retroactively and approve the resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1b - File 130-94-1

Department: Adult Probation Department

Item: Resolution authorizing the Chief Adult Probation Officer to apply for, accept and expend continuation grant funds in the amount of \$159,892, which includes indirect costs in the amount of \$7,995.

Grant Amount: \$159,892

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: State Office of Criminal Justice Planning

Project: San Francisco Adult Probation's Drug Abatement Project

Description: The San Francisco Adult Probation's Drug Abatement Project has provided intensive supervision for a limited group of drug offenders for six years. The proposed grant funds for 1994-95 would be used by the Department to continue to provide supervision to a group of 50 drug offenders. The program would target male drug offenders aged 18 to 35 years, monitor drug use by frequent urinalysis, refer offenders to drug counseling and closely supervise their compliance with counseling conditions of probation.

Budget:

<u>Personnel</u>		
Senior Probation Officer (2.00 FTE)	\$102,051	
Fringe Benefits	<u>27,059</u>	
Subtotal		\$129,110
<u>Operating Expenses</u>		
Workshop	\$970	
Mileage	403	
Telephone	600	
Audit	1,599	
Urinalysis Tests	<u>19,215</u>	
Subtotal		\$22,787
<u>Indirect Costs</u>		<u>\$7,995</u>
Total		\$159,892

Required Match: None

Indirect Costs: \$7,995 (5% percent of total grant)

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 7, 1994 Government Efficiency and Labor Committee Meeting

Comments:

1. The Adult Probation Department advises that the application for the proposed grant has already been submitted. As such, the proposed legislation should be amended to authorize the Department to apply for the proposed grant retroactively.

2. Attached is a grant summary, as prepared by the Adult Probation Department, for the proposed grant funds.

3 The Adult Probation Department has prepared a Disability Access Checklist, which is on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to authorize the Adult Probation Department to apply for the proposed grant funds retroactively and approve the resolution as amended.

California Office of Criminal
 Grantor Justice Planning
 Contact Person Anti-Drug Abuse Enforcement
 Address 1130 K Street
Sacramento, CA 95814

Division Adult Probation
 Section Community Services
 Contact Person Carment Bushe
 Telephone (415)553-1901
 Application Deadline June 2, 1994
 Notification Expected October 1, 1994

Amount Requested \$ 159,892
 Term: From 7/1/94 To 6/30/95

Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (Apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (d)
 grant in the amount of \$ 159,892 from the period of 7/1/94 to 6/30/95
 to provide intensive drug surveillance and supervision services.

II. Summary: (Concise summary of the project - include a brief description of the project and its objectives)

This grant has been in effect for six years providing intensive supervision for a select group of drug offenders. This year the Adult Probation Department intends to focus on 18 to 35 year old males convicted of drug offenses. This target population will receive urinalysis twice weekly, report three times a week in person, and be referred to appropriate drug counseling.

III. Outcomes/Objectives:

The objective is to get these at-risk offenders off drugs and involved in more productive behaviors and activities.

IV. Effects of Reduction or Termination of These Funds:

Were these funds not received, this population of offender would continue to use illegal drugs with all the attendant adverse effects to the community. Grant money allows for intensive supervision.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	\$ 188,400	\$ 179,797	\$ 159,892	-\$ 19,905		
Personnel	\$ 146,892	\$ 130,062	\$ 129,110	-\$ 952		
Equipment	\$ 1,000	0	0	0		
Contract Svc.-	0	0	\$ 19,215	+\$ 19,215		
Mat. & Supp.	\$ 26,350	0	0	0		
Facilities/Space	0	0	0	0		
Other	\$ 4,788	\$ 40,745	\$ 3,372	-\$ 37,373		
Indirect Costs	\$ 9,370	\$ 8,990	\$ 7,995	-\$ 995		

VI. Data Processing

(Complete and submit annually)

VII. Personnel

F/T CSC	<u>3</u>	<u>2 1/2</u>	<u>2</u>	<u>-1/2</u>		
P/T CSC						
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?

If grant terminates, the officers on the grant would force the layoff of the two most recently hired probation officers.

*VIII. Contractual Services: Open Bid Yes Sole Source _____ (If sole source, attach Request for Evaluation Form)

Item 1c - File 194-94-2

Department: City Attorney

Item: Resolution authorizing the City Attorney to apply for, accept and expend a new grant in the amount of \$116,247, from the California Department of Justice, and waiving indirect costs.

Grant Amount: \$116,247

Grant Period: One year term from the date the grant award is received by the City

Source of Funds: California Department of Justice, Governmental Trust Fund

Description: Grants from the California Department of Justice's Governmental Trust Fund are made available to local jurisdictions for activities pertaining to antitrust enforcement, related consumer protection, or anticompetitive business practices.

The City Attorney is proposing to use the proposed grant funds to increase the investigative and attorney resources in its Code Enforcement Division to enhance the Division's ability to prosecute certain civil cases and seek civil penalties pursuant to Section 17200 of the Business and Professions Code. The City Attorney specifically intends to primarily utilize the expanded staffing resources to target civil cases involving substandard housing conditions in multi-family buildings.

Budget:	<u>Personnel</u>	
	Attorney (1.00 FTE)	\$68,043
	Investigator (0.50 FTE)	30,263
	Fringe Benefits	<u>17,941</u>
	Total	\$116,247

Required Match: None

Indirect Costs: None.

Comments: 1. Ms. Mary Jane Sylvia of the City Attorney's Office advises that the City Attorney made a policy decision not to include indirect costs as a part of the grant budget because, it believes that the total amount of funds available is needed for direct services in order to ensure the success of the proposed project. As such, the proposed legislation provides for the waiver of indirect costs.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 7, 1994 Government Efficiency and Labor Committee Meeting

2. Ms. Sylvia advises that if the proposed grant amount is reduced or eliminated, the proposed new project positions noted above would be reduced or terminated accordingly.

3. The City Attorney advises that the application for the proposed grant has already been submitted. Therefore, the proposed legislation should be amended to authorize the City Attorney to apply for the proposed grant funds retroactively.

4. Attached is a grant summary, as prepared by the City Attorney, for the proposed grant funds.

5. The City Attorney has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board's Office.

Recommendations: 1. Amend the proposed resolution to authorize the City Attorney to apply for the proposed grant retroactively.

2. Approve the proposed resolution as amended. However, approval of the waiver of the indirect costs is a policy matter for the Board of Supervisors.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: OFFICE OF CITY ATTORNEY

Contact Person: MARY JANE SYLVIA Telephone: 554-4251

Project Title: UNFAIR COMPETITION ACTIONS - CODE ENFORCEMENT SECTION

Grant Source: GOVERNMENTAL TRUST FUND, DEPARTMENT OF JUSTICE, STATE OF CALIFORNIA

Proposed (New / Continuation) Grant Project Summary:

The City Attorney's Office ^{proposes} to increase the investigative and attorney resources in the Code Enforcement Division to prosecute actions of civil injunction and seek civil penalties under the authority of Section 17200 et seq. of the Business and Professions Code. In substandard housing cases involving many violations in multi-family buildings, the B&P Code enforcement authority has been effective in addressing violations through prosecutions for unfair competition.

This proposal dedicates legal resources and actions to address acts of unfair competition by building owners and to restore the housing for safe human habitation. The dedicated resources provided by this grant would result in increased prosecution of cases involving a multi-family building as an unfair competition action during the funding period.

It is estimated that 50 - 75 percent of the approximately 150 cases that are referred to the Code Enforcement Division could be prosecuted as an unfair competition action. This type of prosecution is particularly effective in three ways:

1. Under the B&P Code, the court may order up to one-half of the civil penalty to be paid for the purpose of restoring, maintaining, or enhancing the premises which were the subject of the action. (CONTINUED ON NEXT PAGE)

Amount of Grant Funding Applied for: \$116,247

Maximum Funding Amount Available: _____

Required Matching Funds: No

Number of Positions Created and Funded: One Attorney and One Half-time Investigator

Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? Not Applicable

GRANT APPLICATION INFORMATION FORM

OFFICE OF CITY ATTORNEY

UNFAIR COMPETITION ACTIONS - CODE ENFORCEMENT SECTION

GOVERNMENTAL TRUST FUND

PROJECT SUMMARY - Continued

2. Civil penalties up to \$2,500 for each violation creates a larger deterrent for building owners tempted to neglect the proper maintenance of their property.

3. Unfair competition actions are a more efficient form of prosecutions in cases involving (1) extremely unsafe living conditions for tenants and (2) a recalcitrant building owner who ignores notices of code violations. An unfair competition action may be filed when code violations are not corrected within 30 days of notice. Other enforcement actions require administrative hearings when there is noncompliance within 30 days of notice.

Item 1d - File 138-94-6

Department: District Attorney

Item: Resolution authorizing the District Attorney to apply for, accept and expend continuation grant funds in the amount of \$236,141, made available through the State Office of Criminal Justice Planning (OCJP).

Grant Amount: \$236,141

Grant Period: July 1, 1994 through June 1, 1995

Source of Funds: State Office of Criminal Justice Planning

Project: Career Criminal Program

Description: This would be the fifteenth year of funding for this State mandated program (pursuant to Chapter 2.3 of the State Penal Code, commencing with Section 999B). The Career Criminal Program provides specialized, intensive prosecution focused on repeat offenders involved in robberies and residential burglaries, and ultimately seeks the prosecution and maximum period of incarceration of the "career criminal".

The primary objectives of the program include identifying recidivist offenders, expeditiously and effectively prosecuting these offenders and incarcerating them for the maximum term authorized by the law. Other objectives include eliminating or reducing the use of plea bargaining, reducing the caseload for career criminal prosecutors and investigators, and using vertical prosecution (i. e., the use of one prosecutor per case from the initial filing or appearance to sentencing) with career criminal cases.

Budget:	<u>Personnel</u>	<u>FTE</u>	
	Head Attorney	0.65	\$64,114
	Principal Attorney	1.05	78,378
	Investigator	0.40	21,966
	Investigative Assistants	0.25	10,779
	Legal Stenographer	0.25	11,523
	Fringe Benefits		<u>30,765</u>
	Subtotal	2.60	\$217,525
	<u>Operating Expenses</u>		
	Audit		\$2,360
	Office Supplies		837
	Postage		264

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Photocopy and Supplies	\$1,137	
Telephone	1,607	
Travel	<u>1,166</u>	
Subtotal		\$7,371
<u>Indirect Costs</u>		<u>11,245</u>
Total		\$236,141

Required Match: None

Indirect Costs: \$11,245 (based on 5 percent of personnel costs)

Comments: 1. The District Attorney advises that the application for the proposed grant funds has already been submitted. Therefore, the proposed legislation should be amended to authorize the Department to apply for the proposed grant funds retroactively.

2. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.

3. The District Attorney has prepared a Disability Access Checklist for this grant program, which is on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to authorize the District Attorney to apply for the proposed grant funds retroactively and approve the proposed resolution as amended.

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: District Attorney's Office

Contact Person: Bridget Bane

Project Title: California Career Criminal Prosecution Program

Grant Source: Office of Criminal Justice Planning

Proposed (New ☒ Continuation) Grant Project Summary:

The underlying essence of the Career Criminal Program, since its inception fifteen years ago, has not changed. The Career Criminal Program is designed to be crime specific concentrating on the prosecution of cases involving robbery and residential burglary. The recidivist offender who persists in the commission of these offenses has a significantly negative effect on the quality of life of law abiding San Francisco citizens. Therefore, the most important objective for the Career Criminal Program is the prosecution and maximum period of incarceration of the "Career Criminal".

Amount of Grant Funding Applied for: \$236,141

Maximum Funding Amount Available: \$236,141

Required Matching Funds: 0 ✓

Number of Positions Created and Funded: 10*

Amount to be Spent on Contractual Services: N/A

Will Contractual Services be put out to Bid? N/A

*Positions funded at varying percentages - balance paid by the District Attorney General Fund.

Term of Grant: July 1, 1994 - June 30, 1995

Date Department Notified of Available funds: April 1994

Application Due Date: April 21, 1994

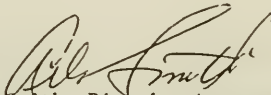
Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The purpose of this program is to enhance the abilities of the District Attorneys to prosecute felony cases which meet the career criminal criteria through vertical prosecution and reduced caseloads. The grant award covers the twelve month period, July 30, 1994 through June 30, 1995. Only District Attorney Offices funded during FY 1993-94 to operate a CCP project are eligible to be selected for continuation funding in FY 1994-95.

Assessment of Need for Grant Funding:

Studies (Rand, MITRE) have confirmed that a relatively small number of individuals are responsible for a disproportionately large percentage of robberies and burglaries committed in the urban areas of our nation. San Francisco is no exception to this phenomenon.

These recidivist offenders are the Career Criminals whose activities have a significantly negative impact on the quality of life in San Francisco. They must be the subject of enhanced and effective prosecution and maximum incarceration.



Arlo Smith, District Attorney

Department or Commission Approval

Item 1e - File 138-94-7

Department: District Attorney

Item: Resolution authorizing the District Attorney to apply for, accept and expend continuation grant funds in the amount of \$56,989, available through the State Office of Criminal Justice Planning (OCJP), and waiving indirect costs due to funding restraints.

Grant Amount: \$56,989

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: State Office of Criminal Justice Planning

Project: Special Emphasis Victim Witness Assistance Program

Description: The proposed grant funds would be used by the District Attorney's Office to provide direct outreach services to special emphasis crime victims. Special emphasis victims are defined as underserved minority persons who have been victimized by a specific violent act (i. e., families of a homicide victim or a drunk driving victim, victims of elder abuse, victims of hate crimes). The District Attorney is proposing to specifically target families of homicide victims in the African American communities of Bayview Hunters Point and Ingleside Districts. Specific services to be provided would include counseling, criminal justice system advocacy and other supportive services.

No. of Persons to be Served: 100 clients

Budget:

<u>Personnel</u>	
Project Advocate (1.00 FTE)	\$39,307
Volunteer Coordinator (0.50 FTE)	17,682
Total	\$56,989

The District Attorney reports that the total project amount is \$71,236, of which \$56,989 (80 percent) is grant funds and \$14,247 (20 percent) is required matching funds included in the Department's 1994-95 budget.

Required Match: \$14,247 (\$8,122 cash match plus \$6,125 in-kind match)

Indirect Costs: None. OCJP guidelines do not permit these grant funds to be used to pay for indirect costs.

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Comments:

1. The District Attorney advises that the application for the proposed grant funds has already been submitted. Therefore, the proposed legislation should be amended to authorize the Department to apply for the proposed grant funds retroactively.

2. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.

3. The District Attorney has prepared a Disability Access Checklist for the proposed grant project, which is on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to authorize the District Attorney to apply for the proposed grant funds retroactively and approve the proposed resolution as amended.

Grantor Office of Criminal Justice Planning Division District Attorney's Office
 Contact Person Malou Roeder Section Victim Witness Bureau
 Address 1130 K Street Contact Person Donna Medley
Sacramento, CA 95814 Telephone (415) 553-9046
 Amount Requested \$ 56,989 Application Deadline 5/26/94
 Term: From 7/1/94 To 6/30/95 Notification Expected 6/21/94
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 56,989 from the period of 7/1/94 to 6/30/95 to provide comprehensive special emphasis victim services.
 (Circle appropriate words)

II. Summary: (Concise history, need addressed; number & groups served; services and provisions)

Special Emphasis Victim Assistance Program is a continuing project designed to provide crisis response and comprehensive services to 100 new special emphasis victims and 100 continuing contacts with secondary victims with focus on survivors of homicide victims in African American communities. Project will be administered under Victim Witness Assistance Center established in 1977.

III. Outcomes/Objectives:

- 1) To provide crisis response and comprehensive services to 100 new special emphasis victims (survivors of homicide victims) in African American communities.
- 2) To provide 100 continuing contacts with secondary victims

IV. Effects of Reduction or Termination of These Funds:

Termination of grant would lose victim advocacy personnel to provide crisis response and comprehensive service to special emphasis victims specifically survivors of homicide victims in African American communities of Bayview Hunter's Point and Ingleside.

V. Financial Information: (15,000 In Kind (14,247 In Kind in Grant amt.) & cash in Grant amt.)

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	NA	75,000	71,236	(3764)	15,000(In Kind)	
Personnel		71,114	67,533	(3581)	14,247	
Equipment		-	-	-	(8,122 Cash)	
*Contract Svc.		-	-	-	(6,125 In Kind)	
Mat. & Supp.		1,675	934	(741)		
Facilities/Space		1,611	1,646	35		
Other		600	1,123	523		
Indirect Costs		NOT ALLOWED	NOT ALLOWED	-		

VI. Data Processing

(none included above)

N/A N/A

VII. Personnel

F/T CSC	1	1		
P/T CSC	1	1		
Contractual	0	0		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Donation by Friends of Victim/Witness Assistance Program, Inc.

Will grant funded employees be retained after this grant terminates? If so, How?

Employees will be retained if other grant funds are available and applicable to employee's job classifications.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exemption Form)

Item 1f - File 138-94-8

Department: District Attorney

Item: Resolution authorizing the District Attorney to apply for, accept and expend continuation grant funds in the amount of \$280,755, made available through the State Office of Criminal Justice Planning (OCJP), which includes indirect direct costs of \$14,038.

Grant Amount: \$280,755

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: State Office of Criminal Justice Planning

Project: San Francisco District Attorney's Drug Abatement Project

Description: The proposed grant is a continuation grant to be used by the District Attorney's Office to target major and mid-level drug offenders through the use of vertical prosecution. Vertical prosecution means that if someone is arrested, one lawyer is assigned to the case throughout its "stay" in the criminal justice process rather than assigning a new lawyer to a case each time it enters a new phase of the criminal justice process (i. e., sentencing, probation, etc.). The benefit of vertical prosecution is that it provides for consistency and familiarity regarding the defendant and his/her case, which is intended to result in more appropriate sentencing of the individual. Vertical prosecution seeks the long term confinement of targeted offenders in order to significantly impact and disrupt illicit manufacture and trafficking of narcotics. Additionally, this grant funded project would target probationers who continue their involvement in the drug trade.

Budget:

<u>Personnel</u>	<u>FTE</u>	
Head Attorney	.07	\$7,388
Principal Attorney	.25	24,534
Principal Attorney	1.00	98,136
Principal Attorney	1.00	89,856
Investigator	.05	2,640
Assistant Investigator	.15	6,216
Fringe Benefits		<u>32,711</u>
Subtotal Personnel	2.52	\$261,481

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Travel Expenses

Southern California Workshop

Airfare @ \$178 round-trip for one staff person	\$178
Hotel @ \$63 per day for three days	189
Meals @ \$28 per day for three days	84
Registration	150
Miscellaneous (i. e. taxi)	32

Northern California Workshop

Mileage: 200 miles @ \$0.22/ per mile	44
Hotel @ \$63 per day for three days	189
Meals @ \$28 per day for three days	84
Registration	150

Subtotal	1,100
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Operating Expenses

Audit	\$2,808
Office Supplies	624
Printing	704

Subtotal	4,136
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<u>Indirect Costs</u>	<u>14,038</u>
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Total	\$280,755
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Required Match: None

Indirect Costs: \$14,038 (5% of total grant)

Comments:

1. The District Attorney advises that the application for the proposed grant has already been submitted. As such, the proposed legislation should be amended to authorize the District Attorney to apply for the proposed grant retroactively.
2. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.
3. The District Attorney has prepared a Disability Access Checklist for this proposed grant program, which is on file with the Clerk of the Board's Office.

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Recommendation: Amend the proposed resolution to authorize the District Attorney to apply for the proposed grant funds retroactively and approve the proposed resolution as amended.

Grantor Office of Criminal Justice Planning Division District Attorney
 Contact Person Carol Gerber Section Narcotics Unit
 Address 1130 K. Street Contact Person Donna Lee
Sacramento, California Telephone (415) 553-1456
 Amount Requested \$ 280,755 Application Deadline June 2, 1994
 Term: From 7-1-94 To 6-30-95 Notification Expected _____
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a grant in the amount of \$ 280,755 from the period of 7-1-94 to 6-30-95 to provide San Francisco Drug Abatement Program services.
 (Circle appropriate words)

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

The vertical prosecution team consisting of 3 experienced prosecutors will enable the District Attorney's Office to address mid level to major level drug dealers as well as drug related violence cases. The program will also target probationers who continue involvement in the drug trade. Additionally, the program will handle cases involving drug dealers who have prior serious and violent felonies under the

III. Outcomes/Objectives: "Three Strikes And Your Out" Bill.

The vertical prosecution team will target these offenders and seek the most appropriate sentence. It is anticipated that the project will significantly impact all classes of targeted offenders.

IV. Effects of Reduction or Termination of These Funds:

The drug epidemic continues to strain the resources of the District Attorney's Office. A reduction or termination of these funds will overwhelm the Narcotics Unit and would adversely affect the ability to handle target offenders. Without vertical prosecution, many of these dealers will end up with probation with little or no jail.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	<u>330,812</u>	<u>315,707</u>	<u>280,755</u>	<u>-34,952</u>	_____	_____
Personnel	<u>309,863</u>	<u>294,772</u>	<u>261,481</u>	<u>-33,291</u>	_____	_____
Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____	_____
*Contract Svc.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____	_____
Mat. & Supp.	<u>0</u>	<u>893</u>	<u>1,328</u>	<u>+ 435</u>	_____	_____
Facilities/Space	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____	_____
Other	<u>4,408</u>	<u>4,257</u>	<u>3,908</u>	<u>- 349</u>	_____	_____
Indirect Costs	<u>16,541</u>	<u>15,785</u>	<u>14,038</u>	<u>- 1,747</u>	_____	_____

VI. Data Processing

(same included above)

VII. Personnel

	2	2	2	None
F/T CSC	<u>2</u>	<u>2</u>	<u>2</u>	<u>None</u>
P/T CSC	<u>4*</u>	<u>4*</u>	<u>4*</u>	<u>None</u>
Contractual	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: Positions at varying percentages - balance paid by the District Attorney General Fund.

Will grant funded employees be retained after this grant terminates? If so, How?
 Grant funded employees will be retained contingent upon continued source of funds available.

*VIII. Contractual Services: Open Bid N/A Sole Source N/A (if sole source, attach Request for Exception Form)

Item 1g - File 156-94-2

Department: Private Industry Council (PIC)

Item: Resolution approving the 1994 Refugee County Plan of the City and County of San Francisco and authorizing the Private Industry Council to apply for, accept and expend \$797,503 consistent with that plan.

Description: The San Francisco 1994 Refugee County Plan describes the services which the City proposes to offer to refugees from October 1, 1994 to September 30, 1995 in compliance with the State requirements. The services include job search assistance, vocational training including English as a Second Language (ESL) and on-the-job training, child care, transportation, tutoring and referrals.

The City's proposed services to refugees are comprised of three main components. The first component is the Voluntary Aid to Families With Dependent Children (AFDC) Refugee Services program (VARs) which offers training and employment services to refugees who are receiving AFDC, have been in the United States for 36 months or less, and are currently ineligible for the State's Greater Avenue to Independence program (GAIN). The second component is the Refugee Cash Assistance Employment and Training Services System (RCAETSS) for refugees receiving RCA, General Assistance or matching grants provided by organizations, such as Catholic Charities and the International Rescue Committee. The third component is the Mutual Assistance Association activity program (MAA) for refugees who need acculturation services including interpretation, referral and tutoring services.

The funds for these services, the Refugee Employment Social Services funds (RESS) and Refugee Targeted Assistance Program (RTAP) Title VII funds, originate from the Federal Office of Refugee Resettlement and are allocated to the City through the State Department of Social Services. The Private Industry Council (PIC), a non-profit organization, administers the funds on behalf of the City.

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The State's planning figures indicate that San Francisco would receive a total of \$797,503 for these programs for the period from October 1, 1994 through September 30, 1995, as follows:

	<u>Amount</u>	<u>Percent</u>
Private Industry Council		
Administration	\$122,797	15.4
Mutual Assistance Association		
Services	24,625	3.1
Voluntary AFDC Refugee Services	279,535	35.0
Refugee Cash Assistance Employment and Training Services System	<u>370,546</u>	<u>46.5</u>
Total	\$797,503	100.0

Comments:

1. According to the San Francisco 1994 Refugee County Plan, it is estimated that a total of 2,100 referral, interpretation and tutorial services under the MAA component would be received by the refugees. In addition, employment and training services under VARS and RCAETSS would be received by an estimated 300 refugees. Approximately 240 refugees would be placed into full time and part time employment.
2. The proposed resolution would not involve any City monies. The funds for all the proposed services originate from the Federal Office of Refugee Resettlement.
3. According to Mr. Greg Marutani of the Private Industry Council, the amount allotted to PIC Administration, approximately 15 percent of the total grant, is the amount allocated by the State Refugee/Immigration Program Bureau of the State Department of Social Services for PIC Administration.
4. The proposed level of funding of \$797,503 for the Refugee County Plan is \$27,045 or 3.5 percent more than the current level of funding of \$770,458. Mr. Marutani reports that the increase from last year is due both to the higher level of funding received by the State from the Federal Office of Refugee Resettlement, and to more accurate reporting of the number of refugees in San Francisco by the Department of Social Services. DSS reported an increase in the estimated number of refugees in San Francisco, and the State allocates the Federal Office of Refugee Resettlement funds according to the number of refugees in a region.

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Recommendation: Approve the proposed resolution.

Item 1h - File 146-94-15

Department: Department of Public Health (DPH)
Division of Mental Health and Substance Abuse Services

Item: Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for a grant up to the amount of \$300,000, which excludes indirect costs, from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment through the State of California, Department of Alcohol and Drug Programs; waiving indirect costs and providing for ratification of action previously taken.

Grant Amount: Up to \$300,000

Grant Period: From Award Date to September 29, 1998.

Source of Funds: U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment

Project: Substance abuse assessment, evaluation, referral and case management services to persons in the criminal justice system who are residents of San Francisco.

Description: The Board of Supervisors previously approved a resolution to accept and expend a Federal grant for the Target Cities Project entitled "Substance Abuse Treatment Access to Intervention and Recovery Services" by the Department's Division of Mental Health and Substance Abuse Services (File No. 146-93-58).

The proposed grant is an augmentation to the Target Cities Project grant. It would fund substance abuse assessment, evaluation, referral and case management services to persons in the criminal justice system who are residents of San Francisco.

Budget: A project budget would be provided at the time the Department requests authorization to accept and expend the proposed grant.

Required Match: None

Indirect Costs: It is the policy of the Federal funding agency to not permit an indirect cost on this grant; however, a maximum of five percent or \$15,000 of the total grant of \$300,000 for program

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administration would be shared between the State and the City's Department of Public Health.

Comments:

1. Although the proposed resolution states that this approval would provide ratification of an action previously taken, Mr. Wayne Clark of DPH reports that the application deadline is July 15, 1994, and that DPH is still completing the application. The proposed resolution should therefore be amended to reflect that action has not been previously taken. DPH only needs to be authorized to apply for the grant, not authorized to apply retroactively for it.

2. As previously noted, a project budget would be provided at the time the Department requests authorization to accept and expend the proposed grant.

3. According to DPH, it is highly probable that the funds would be awarded to local community based organizations through the same request-for-proposals (RFP) to be issued for Target Cities treatment services. City personnel, if any, would be a small portion of the projected grant award. Details would be provided when the budget is submitted.

4. A Summary of Grant Request form, as completed by the Department, is attached.

5. The Disability Access Checklist has been completed by the Department, and is in the file.

- Recommendations:**
1. Amend the proposed resolution to reflect that DPH does not need to be authorized to apply retroactively for the grant.
 2. Approve the proposed resolution, as amended.

Author: Substance Abuse and Mental Health
Services Admin./Ctr. for Substance Abuse Tx.
Contact Person: Mary Lou Anderson
Address: 5600 Fishers Lane (Rockwall II)
Rockville, MD 20857

Mental Health and
Division: Substance Abuse Services
Section: Community Substance Abuse Services
Contact Person: Wayne Clark, Ph.D.
Telephone: 255-3500
Application Deadline: July 15, 1994
Notification Expected: Unknown

Amount Requested: \$300,000

Term: From Award date To 9/29/98

Health Commission _____ **Board of Supervisors:** _____

Finance Committee: _____
Full Board: _____

Item Description: Request to apply for an augmentation to a grant in the amount of \$300,000 from the period of award to September 29, 1998 to provide criminal justice substance abuse assessment, referral and case management services.

Summary: (Concise summary; need address; number & groups served; services and providers)

The Health Commission and Board of Supervisors previously approved a resolution to accept and expend a federal grant identified as the "Target Cities Project" (File No. 146-93-58; copy attached for reference) and titled "Substance Abuse Treatment Access to Intervention and Recovery Services" (STAIRS) by the Department's Division of Mental Health and Substance Abuse Services. The federal

(Continued on Page 1b attached.)

Outcomes/Objectives:

Provide Target Cities/substance abuse intake, assessment, treatment referral and case management services to persons in the criminal justice system.

Effects of Reduction or Termination of These Funds:

Should funds be awarded then later reduced or terminated, services would be comparably reduced or terminated.

Financial Information:

	Col. A Two Year Age	Col. B First Year Original	Col. C Proposed	Col. D Change	Req. Match	Approved by
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Grant Amount	\$300,000					
Personnel	Projected					
Equipment	budget					
Contract Svc.	unknown					
Mat. & Supp.	at this					
Facilities/Space	time					
Other/Admin.						
Indirect Costs						
VI. Data Processing						
(none included above)						
VII. Personnel						
WT CSC						
NT CSC						
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant

Not applicable; projected civil service and/or contract personnel have not yet been identified.

VIII grant funded employees be retained after this grant terminates? If so, How?

Not applicable; see above.

VIII. Contractual Services: Open Bid XX Sole Source _____ (If sole source, attach Request for Proposals Form)

Request to apply for an augmentation to a grant in the amount of \$300,000 from USDHHS/SAMHSA/CSAT for the period of award to September 29, 1998 to provide criminal justice substance abuse assessment, referral and case management services.

II. Summary (Continued from Page 1):

Center for Substance Abuse Treatment notified the Division on June 21, 1994 of the availability of an augmentation to the Target Cities grant in the amount of \$300,000 for criminal justice programs.

The Department is now preparing an application in response to the notification received from CSAT (copy attached for reference), therefore a preliminary budget is not available for review with this request. It is highly probable that the funds would be awarded to local community based organizations through the same request-for-proposals (RFP) to be issued for Target Cities/STAIRS treatment services. City personnel, if any, would be a small portion of the projected grant award.

This application must pass through, and be sponsored by, the State of California, Department of Alcohol and Drug Programs. Likewise, any federal award will pass through the state to the City. Although the USDHHS doesn't allow indirect costs on this grant, Ms. Mary Lou Anderson of CSAT informed the Department that her office permits 5% administrative overhead for this grant which will be split between the state and the City. It is unknown at this time which portion of this 5% the state wants for its expense of administering the grant with the remainder going to the City's Department of Public Health to cover the costs of program administration.

Should the Department receive the Board's permission to apply, and should the application be successful, the Department will request permission to accept and expend any funds awarded. A detailed budget would be presented at that time.

Item 1i - 172-94-24

Department: Public Utilities Commission (PUC)

Item: Resolution authorizing the General Manager of Hetch Hetchy to join a mutual aid agreement with eight other California Cities and Counties whereby member agencies assist each other in emergency situations.

Description: Hetch Hetchy wishes to enter into a mutual aid agreement with the Cities of Alameda, Anaheim, Burbank, Glendale, Palo Alto, Pasadena, Santa Clara, and Trinity County for the maintenance and repair of electrical facilities in emergency situations. Such mutual aid agreements are authorized by the California Emergency Services Act, California Government Code Section 9550. On June 14, 1994 the Public Utilities Commission adopted Resolution 94-0162 requesting that the Board of Supervisors authorize the General Manager of Hetch Hetchy Water and Power to become an additional party in the mutual aid agreement with the aforementioned Cities and Counties.

Under the terms of the mutual aid agreement, one party may call upon any or all of the other party members in the event of an emergency, such as an earthquake or other natural disaster, for assistance in the form of personnel, equipment and materials. No party receiving a request for assistance (the "Responding Party") is obligated to provide any assistance or incur any liability for not complying with the request.

The party that requests assistance (the "Requesting Party") agrees to pay the Responding Party's total costs plus ten percent incurred as a result of providing assistance. In addition, the Requesting Party holds harmless and indemnifies the Responding Party against all claims or losses related to the Responding Party's provision of emergency aid.

Comments:

1. According to Mr. Lawrence Klein of Hetch Hetchy, the California Municipal Utilities Association initially formed this mutual aid agreement with the Cities of Alameda, Burbank, Glendale, Palo Alto, Pasadena, and Santa Clara in March, 1993. The City of Anaheim and Trinity County joined by December, 1993.

2. Hetch Hetchy has 135 miles of transmission lines, according to Mr. Klein, and in the event of a natural disaster Hetch Hetchy may need more than its two repair crews to

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manage such an emergency. Mr. Klein believes that participating in the mutual aid agreement would provide Hetch Hetchy with access to additional personnel, repairs and equipment more rapidly and at lower cost than if Hetch Hetchy were to contract services on an emergency basis.

3. According to Mr. Klein, Hetch Hetchy is in the process of bidding on a project to provide electrical power to the Presidio. Part of the bid process requires that Hetch Hetchy demonstrate its ability to obtain emergency assistance in the event of a disaster. Mr. Klein reported that participation in the mutual aid agreement would bolster Hetch Hetchy's qualifications in this area.

4. Mr. Klein reports that the Police Department and the Fire Department have participated in mutual aid agreements with other cities and counties for many years.

5. Hetch Hetchy has requested that this proposed resolution be continued to the next meeting of the Government Efficiency and Labor Committee.

Recommendation: Continue the proposed resolution to the Government Efficiency and Labor Committee meeting of July 19, 1994.

Items 1j and 1k - Files 94-92-6.4 and 94-91-5.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: File 94-92-6.4 - Requesting release of reserved funds in the amount of \$146,500 for the MUNI Metro Accessibility Project.

File 94-91-5.1 - Requesting release of reserved funds in the amount of \$875,900 for the MUNI Metro Accessibility Project.

Amount: \$146,500 - File 94-92-6.4
875,900 - File 94-91-5.1
\$1,022,400 - Total

Source of Funds: File 94-92-6.4:
State Transit Capital Improvement Funds \$14,788,500
Local Match* 14,788,500
Total \$29,577,000

* Local Match resources include: State Clean Air and Transportation Improvement Act Bond funds, State Assembly Bill 1107 funds, State Assembly Bill 664 funds, Regional Measure One Bridge Tolls, Transit Impact Development Fees, Transportation Sales Tax Revenues, and/or San Francisco Municipal Railway Improvement Corporation funds.

File 94-91-5.1:
Federal Urban Mass Transit Administration
(UMTA) and Federal Aid Urban (FAU)
Program funds \$1,489,000
Local Match** 262,800
Total \$1,751,800

** Local Match resources include: Metropolitan Transportation Commission administered Bridge Toll Revenues, State Transit Assistance funds, San Francisco Municipal Railway Improvement Corporation funds, and/or County Transportation Sales Tax proceeds.

Description: In August of 1991, the Board of Supervisors approved a resolution (File 94-91-5) authorizing the Public Utilities Commission (PUC) to apply for, accept, and expend Federal Urban Mass Transit Administration (UMTA) and Federal Aid Urban (FAU) Program funds in the amount of \$1,489,000, plus \$262,800 in required State and/or local

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matching funds, for a total of \$1,751,800, for the design and rehabilitation of Municipal Railway's (MUNI) fixed facilities, including disability access improvements to various existing MUNI facilities. The entire \$1,751,800 was placed on reserve, pending the provision of a detailed budget, the selection of contractors and the MBE/WBE status of the contractors. The proposed request (File 94-91-5.1) would release \$875,900 of those reserved funds for the MUNI Metro Accessibility Improvements Project.

The Board of Supervisors approved a second resolution (File 94-92-6) in September of 1992, authorizing the PUC to apply for, accept, and expend State Transit Capital Improvement funds in the amount of \$14,788,500, plus \$14,788,500 in required State and/or local matching funds, for a total of \$29,577,000 for nine MUNI Guideway Projects. Of the \$29,577,000, \$146,500 was placed on reserve for the MUNI Metro Accessibility Improvements Project, pending the selection of a contractor, the submission of budget details and the MBE/WBE status of the contractor. The proposed request (File 94-92-6.4) would release the \$146,500 in reserved funds for a professional services contract for the MUNI Metro Accessibility Improvements Project.

The MUNI Metro Accessibility Improvements Project will provide additional accessibility improvements to MUNI Metro stations throughout the City. Activities will include the installation of tactile edging, which will enable blind persons to locate the edge of the platform, and the installation of ramps, elevators, and signs that will make MUNI fully accessible to the handicapped. The estimated cost of the MUNI Metro Accessibility Improvements Project is \$2,361,303. The subject request of \$1,022,400 (\$875,900 plus \$146,500) will be used to pay for program management, design and inspection costs, to be provided in-house by MUNI staff. The \$1,338,903 balance of the project cost will be funded by previously reserved Federal and State grant funds.

Budget:

The total request of \$1,022,400 would be expended for program management, design and inspection costs, as follows:

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<u>Activity</u>	<u>File No.</u> <u>94-91-5.1</u>	<u>File No.</u> <u>94-92-6.4</u>	<u>Total</u>
New stations	\$619,391	\$146,500	\$765,891
Existing stations	114,173	0	114,173
18th and Church St.	73,919	0	73,919
Tactile edging	<u>68,417</u>	<u>0</u>	<u>68,417</u>
 TOTAL	 \$875,900	 \$146,500	 \$1,022,400

Recommendation: Release reserved funds in the amount of \$1,022,400.

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Item 2 - File 97-94-25

Note: This item was referred from the Board meeting of June 20, 1994.

Department: Human Rights Commission (HRC)

Item: Ordinance amending Chapter 6 of the San Francisco Administrative Code by adding Section 6.56, which would require that certain City construction contracts include a provision requiring prime contractors to make good-faith efforts to hire San Francisco residents to comprise no less than 50 percent of their total construction work force.

Description: In response to complaints by San Francisco residents that contractors performing construction work or public works projects for the City are not hiring a sufficient number of San Francisco residents, the proposed legislation would mandate that contractors performing all such work would have to make good-faith efforts to ensure that at least 50 percent of their employees are San Francisco residents, and that preference should be given to economically disadvantaged individuals (See Comment No. 1). A San Francisco resident would be defined as a person who has lived in the City for a period of at least six months prior to the performance of the contract.

As such, the proposed ordinance would amend Chapter 6 of the City's Administrative Code by adding Section 6.56. Section 6.56 would provide that any contract for the construction, reconstruction or repair of public buildings, streets, utilities or other public works or improvements within the boundaries of the City or for City departments located outside of San Francisco (such as the Airport, the Water Department and Hetch Hetchy) would contain the following provision:

The contractor promises to make a good-faith effort, with the assistance of community organizations or hiring halls designated by the City, or of local labor unions, to hire individuals who are residents of the City and County of San Francisco, and who shall comprise no less than 50 percent of each contractor's total construction work force, measured in labor work hours, and giving special preference to economically disadvantaged individuals.

In addition, Section 6.56 would provide that the contractor would be required to maintain and provide to the City an accurate record, showing the name, place of residence, hours

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employed and per diem pay of each person employed by the contractor, including full-time, part-time, permanent and temporary employees, in order to demonstrate the contractor's good-faith efforts to secure the employment of City residents.

Section 6.56 would further provide for the imposition of penalties enumerated in Sections 6.25 and 6.45 of the Administrative Code for the failure to abide by the foregoing contract provisions. Sections 6.25 and 6.45 of the Administrative Code respectively provide one-year and five-year penalties, during which the contractor shall not be awarded any further contracts by the City, for contractors who fail to live up to the terms of his or her contract.

Comments:

1. At the May 17, 1994 Government Efficiency and Labor Committee Meeting, an Amendment of the Whole was submitted to the Committee, which contained the new provision requiring that contractors, in making good-faith efforts to hire San Francisco residents to comprise no less than 50 percent of their total construction work force, give preference to economically disadvantaged individuals. According to Mr. Ed Lee of the Human Rights Commission (HRC), such preference would consist of the targeted outreach and recruitment of economically disadvantaged individuals, as defined by the Mayor's Office of Community Development (MOCD). Economically disadvantaged individuals are defined as lower income or very low income persons.

2. Mr. Lee advises that, in order to monitor and enforce compliance with the proposed ordinance, the HRC would need two additional 2996 Representatives, Human Rights Commission, each with an annual salary at Step One of \$43,065 and mandatory fringe benefits of \$6,890, for a total estimated cost of \$99,910 in the first year.

<u>Classification</u>	<u>No. of Positions</u>	<u>Annual Salary at Top Step</u>	<u>Estimated Cost, FY 1994-95</u>
2996 Representative, Human Rights Commission	2	\$52,304	\$99,910

3. In addition, Mr. Lee estimates that the HRC would incur between \$10,000 and \$15,000 in expenditures in the first year of the proposed ordinance for data collection, data entry, and software in order to recreate the HRC's software field so that residence statistics could be monitored.

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4. Thus, according to the needs as stated by Mr. Lee, the total estimated cost of the proposed ordinance would be between approximately \$110,000 and \$115,000 in the first year.

5. The proposed legislation was referred back to the Government Efficiency and Labor Committee by the Board of Supervisors on June 20, 1994. According to Mr. Scott Emblidge of the City Attorney's Office, in order to ensure that the City could withstand legal challenges resulting from the adoption of the proposed legislation, more evidence must be provided to demonstrate the need for the proposed legislation. As such, the City Attorney's Office and local community groups are currently compiling statistics to demonstrate the effect of hiring non-residents on unemployment in San Francisco, specifically in the construction industry. As of the writing of this report, these statistics were not yet available, but they will be presented at the July 7, 1994 Government Efficiency and Labor Committee Meeting.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Item 3 - File 121-94-7

Department: Art Commission

Item: Ordinance amending the City's Police Code by amending Sections 2401, 2408 and 2409 to revise procedures for the suspension or revocation of street artist certificates.

Description: Street artists are defined in the San Francisco Municipal Code as people who sell handcrafted art or craft items created by themselves or their family. The issuance of a Street Artist Certificate is governed by Part II, Chapter VIII, Article 24 of the City's Municipal Code. Street artists must submit an application to the San Francisco Art Commission which describes each art or craft item they wish to sell and where it is produced. The Commission then examines the items and may view applicants' facilities to further verify that the items are their own creation or those of their family unit.

Violations by street artists of any provision of Part II, Chapter VIII, Article 24 of the City's Municipal Code may be grounds for denial, suspension or revocation of Street Artist Certificates after a public hearing. The proposed ordinance would revise the procedures for denial, suspension or revocation of Street Artist Certificates.

Currently, after a public hearing with the Street Artist Program Committee of the Art Commission, the alleged violator is entitled to a first appeal before the full Art Commission and a second appeal before the Board of Permit Appeals. According to Mr. Howard Lazar, Director of the Street Artists Program of the Art Commission, this double-hearing procedure has often caused delays in suspensions or revocations, allowing violators to continue selling and to continue competing for prime selling spaces with other artists who do not incur such violations.

Under the proposed ordinance, street artist violations would continue to be heard by the Art Commission's Street Artists Program Committee but their findings and recommendations would no longer be submitted to the full Art Commission for action. The findings would be submitted to the Street Artists Program Director who, on behalf of the Art Commission's Executive Director, would approve or disapprove such findings and recommendations and would be authorized to order rehearings. The Program Director would not be authorized to amend the findings and recommendations.

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The Program Director's decision would not be appealable to any level of the Art Commission. The alleged violator would still be able to appeal the decision of the Program Director of the Art Commission to the Board of Permit Appeals.

Comments:

1. Four public hearings on the proposed changes were conducted by the Art Commission. Mr. Lazar reports that no objection to the proposal was raised by the public, or the street artist and store merchant communities.

2. According to Mr. Lazar, the fiscal impact of the ordinance to the City would be an annual savings of approximately \$1,000 in staff time because Mr. Lazar would no longer have to prepare for and present testimony at appeal hearings before the full Art Commission. Mr. Lazar advises that these savings would not result in a decrease in expenditures because his saved time would be spent on other activities.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 4 - File 193-94-3

Department: Recreation and Parks

Item: Hearing to consider the hiring of temporary summer employees at Camp Mather as it relates to methods of criteria for selection, including ethnic, racial and gender makeup, as well as residency of said employees.

Description: Camp Mather is a 10-week summer camp in the Sierras for families. Participants live in cabins, and recreation and meals are provided. According to Mr. Al Behmer, Manager of Camp Mather, the camp hired 31 temporary employees this year to assist in running the camp this summer.

Mr. Behmer reports that the camp's recruitment efforts for staff include sending job announcements to all high schools, colleges, junior colleges and recreation centers in the Bay Area, and to over 50 affirmative action organizations from the Recreation and Park Department's list of affirmative action organizations in the Bay Area. Mr. Behmer also announced the job openings at a Recreation and Park Department general staff meeting and at numerous division meetings that are attended by Recreation Directors from two predominantly Afro-American neighborhoods, Hunter's Point and Ocean View. All applicants must be both high school graduates by the time camp starts and under age 21.

This year Mr. Behmer received 68 applications with 27 from females and 41 from males. Eighteen females and 18 males were offered jobs, and 15 females and 16 males, a total of 31, accepted the offers. According to data provided by Mr. Behmer, the application pool's racial and ethnic makeup is as follows:

	<u>Applied</u>	<u>Interviewed</u>	<u>Offered Job</u>	<u>Accepted Job</u>
Afro-American Female*	6	4	2	2
Afro-American Male	1	1	1	1
Asian Female	2	1	0	0
Asian Male	2	2	1	1
Hispanic Female	2	2	2	1
Hispanic Male	8	6	4	4
Native American Male	1	1	1	0
White Female	17	16	14	12
White Male	22	25	11	10
Total	68	58	36	31

*Two Afro-American females did not show up for their interviews.

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Mr. Behmer reports that 22 of the 31 employees hired this year are residents of San Francisco, eight are from other areas in the Bay Area, and one is from out of State but lived in San Francisco until last year. He adds that 24 of the hired employees graduated from high school this year, and most did not know where they would attend college when they were interviewed. Of the seven hired employees that were already in college when interviewed, three attend college out of State although two are still residents of the Bay Area.

The three-person hiring committee is comprised of Mr. Behmer, the Camp's Recreation Director, and a Recreation Director who works with teens in San Francisco. According to Mr. Behmer, applicants are selected based on both their application, which includes three references, and a short interview. Mr. Behmer states that the committee looks for responsible applicants that have performed paid or volunteer work or have been active in extracurricular school activities, such as student council or sports. The committee also reviews applicants' report cards to check their school attendance record.

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Item 5 - 276-94-1

Department: County Veterans Affairs Office

Item: Hearing to consider the performance of the County Veterans Affairs Office.

Description: On January 22, 1993, the Board of Supervisors approved an amendment to the San Francisco Administrative Code by adding Article XIA, entitled "County Veterans Service Officer." This new article established the County Veterans Service Officer, whose purpose is to assist veterans in obtaining their Federal entitlements and to implement a proactive outreach program and a Veterans Benefits Referral Program, with homeless veterans as the main priority.

According to Section 5.108.A-2, entitled "Powers and Duties," the County Veterans Service Officer is required to provide a semi-annual report to the Board of Supervisors consisting of the following information:

- Number of indigent veterans served;
- Number of homeless veterans served;
- Amount of Federal entitlements obtained;
- Actual savings to the City as a result of reductions in General Assistance payments, and any other City benefit programs to veterans who qualify for veterans benefits.

The County Veterans Service Office (CVSO) opened on February 11, 1993. In July of 1993 Mr. Ricardo Hernandez, the County Veterans Service Officer, submitted the first semi-annual report for the period from January 1 through June 30, 1993, which included the following statistics:

	No. of <u>Veterans Served</u>
Claims submitted	106
DSS General Assistance Referrals	398
Conservatorship/Representative Payee Services	98
Phone Inquiries/Drop-Ins	576
Job Fair Intake	95
Outreach	105
Veterans Forum	<u>40</u>
TOTAL	1,418*

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* This amount is the duplicated number of veterans served, as some veterans received more than one of the above services from the CVSO.

No. of Veterans in San Francisco	78,849
Federal Entitlements Obtained for Conservatees/Rep Payees	\$388,667

<u>Veterans</u>	<u>No. of New Awards</u>	<u>Lump Sum Amounts Paid Out</u>	<u>Amount of New Monthly Awards*</u>
Non-Welfare**	4	\$11,384	\$0
Welfare***	1	0	3,384
Medi-Cal****	<u>1</u>	<u>7,700</u>	<u>1,000</u>
TOTAL	6	\$19,084	\$4,384

In January of 1994, Mr. Hernandez submitted a second report to the Board for the period July 1 through December 31, 1993, which included the following statistics:

<u>Veterans</u>	<u>No. of New Awards</u>	<u>Lump Sum Amounts Paid Out</u>	<u>Amount of New Monthly Awards*</u>
Non-Welfare**	44	\$32,862	\$2,237
Welfare***	16	5,396	14,937
Medi-Cal****	<u>6</u>	<u>8,334</u>	<u>4,845</u>
TOTAL	66	\$46,592	\$22,019

* The amount of new monthly awards is the monthly amount in Federal entitlements that the CVSO obtained for veterans during that six-month period.

** Non-welfare veterans are those veterans who do not benefit from any City, State or Federal aid programs but for whom Federal veterans benefits were obtained, either in one lump sum amount over the six-month period or in the form of monthly payments.

*** Welfare veterans are those veterans who do receive some type of assistance from the City (including General Assistance and other local aid programs), State or Federal governments and for whom Federal veterans benefits were obtained, either in one lump sum amount over the six-month period or in the form of monthly payments, thereby offsetting

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the cost to the City of General Assistance and other aid programs.

**** Medi-cal veterans are veterans who receive Medi-Cal, which is comprised of State and Federal monies, and for whom Federal veterans benefits were obtained, either in one lump sum over the six-month period or in the form of monthly payments.

Mr. Hernandez's semi-annual report for July 1, 1993 through December 31, 1993 also contained the following statistics:

<u>Activity</u>	<u>1/1/93 through 6/30/93</u>	<u>7/1/93 through 12/31/93</u>	<u>Total 1993</u>
No. of Occasions on which Veterans Services were Provided	815	2,303	3,118
No. of Claims Submitted for all Veterans Served	502	2,395	2,897
No. of Occasions on which Homeless Services were Provided	246	499	745

Comments:

1. As of the writing of this report, Mr. Hernandez had not reported as to the total amount of Federal entitlements obtained for veterans by the CVSO or the actual savings to the City as a result of reductions in General Assistance payments, and other City benefit programs, to veterans qualifying for veterans benefits, for the periods from January 1 through June 30, 1993 and July 1 through December 31, 1993.
2. Mr. Hernandez advises that he will submit a semi-annual report to the Board of Supervisors for the period from January 1 through June 30, 1994 during the week of July 4, 1994.
3. The Committee may wish to send a letter to Mr. Hernandez requesting specific information to be included in his next report.

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Item 6 - 280-94-1

Item: Hearing to consider issuing permits under Administrative Code Section 2.74 to associated churches to conduct a feeding ministry on the Hyde Street side of the United Nations (UN) Plaza between 4:30 p.m. and 5:30 p.m. on Saturdays.

Description: The San Francisco Peninsula Baptist Association is requesting a use permit to conduct a feeding ministry on Saturdays between 4:30 p.m. and 5:30 p.m. on the Hyde Street side of the UN Plaza. The First Baptist Church of San Francisco has been operating the feeding ministry for the past five years at this location with permits from the Health Department, but was not aware until recently that a use permit is also required for the UN Plaza.

Pursuant to Section 2.74 of the San Francisco Administrative Code, the Recreation and Park Department issues permits for the UN Plaza for recreational or First Amendment activities. Permits to engage in any other type of activity must be issued by the Board of Supervisors.

- Comments:**
1. The feeding ministry currently serves approximately 200 people each Saturday, and is listed in the Free Eats Chart, which is a listing of locations in the City which serve food to indigent individuals. The First Baptist Church of San Francisco and the Nineteenth Avenue Baptist Church currently participate in the feeding ministry.
 2. The Reverend Brian D. Finnan, Chapel Pastor at First Baptist Church, has requested a single use permit be issued to the San Francisco Peninsula Baptist Association, which would then be responsible for informing the Health Department as to the Churches involved in the feeding ministry and ensuring that all Church kitchens have current health permits.
 3. At the time of this writing, Reverend Finnan was not available to speak with the Budget Analyst regarding this permit request.

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Item 7 - File 25-94-16

Department: Airports Commission

Item: Resolution approving the Controller's certification that shuttle bus services at the San Francisco International Airport can continue to be practically performed by a private contractor at a lower cost for fiscal year commencing July 1, 1994 than if work were performed by City and County employees.

Services to be Performed: Shuttle Bus Services

Description: The Controller has determined that contracting for shuttlebus services for Fiscal Year 1994-95 for the San Francisco International Airport would result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>High</u>	<u>Low</u>
Salaries	\$1,715,293	\$1,791,570
Benefits	631,709	641,731
Operating Expenses	<u>160,573</u>	<u>160,573</u>
Total	\$2,507,575	\$2,593,874
<u>Contract Service Costs</u>	<u>2,075,459</u>	<u>2,075,459</u>
Estimated Savings	\$432,116	\$518,415

Both the City and contract cost estimate would include an estimated \$112,000 in fuel, lubricants and utilities costs. Since these costs would be paid by the Department under either Civil Service salary costs or under an outside contract, the costs are not included in the above analysis.

- Comments:**
1. Shuttlebus services for the San Francisco International Airport were first certified as required by Charter Section 8.300-1 in Fiscal Year 1984-85. These services have been provided by an outside contractor since 1975.
 2. The Airport is preparing to extend its expired 10-year contract by an additional year with the SFO Shuttle Bus Company (the second of five, one-year extension options) through December 31, 1995. The SFO Shuttle Bus Company provides health care coverage for its employees and is not a certified MBE or WBE.

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3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8300-1 (Proposition J) QUESTIONNAIRE

Department: SFIA Operations

For Time Period: FY 1994-1995

Contract Services: Airport Shuttle Bus Services

1. Who performed services prior to contracting out?

With construction of the Remote Parking Facility in 1975, shuttle bus service was initiated by contract. Prior to 1975, the area was utilized as a small lot for SFIA employee parking. An employee van service was provided by Airport Parking Management (APM).

2. Number of City employees laid off as a result of contracting out?

None (See #1)

3. Explain Disposition of employees if they were not laid off.

N/A (See #1)

4. What percent of a City employee's time is spent on services to be contracted out?

N/A

5. How long have the services been contracted out?

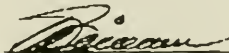
Since 1975

6. What was the first fiscal year for a Proposition J certification?

1974-1975

7. How will contract services meet the goals of your MBE/WBE Action Plan?

Although this contract was not awarded to a MBE/WBE firm in 1983, it must adhere to the City's non-discrimination ordinance of Chapter 12B and 12C of the San Francisco Administrative Code.



Duke Briscoe
Deputy Director, Operations

Telephone: (415) 876-2112

Item 8 - File 25-94-22

Department: Airports Commission

Item: Resolution approving the Controller's certification that parking management services for the San Francisco International Airport can continue to be practically performed by a private contractor at a lower cost for the year commencing July 1, 1994 than if work were performed by City employees.

Services to be Performed:

Parking management services include: a) parking fee collection, b) parking lot security c) janitorial services d) controlling traffic in and out of parking lots to avoid gridlock and e) regulating the number of taxis at the various terminal taxi stands.

Description:

The Controller has determined that contracting for these parking management services in fiscal year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$7,745,796	\$9,221,600
Fringe Benefits	1,676,186	1,870,107
Operating Costs	<u>1,517,087</u>	<u>1,517,087</u>
Total	\$10,939,069	\$12,608,794
 <u>Contracted Service Cost</u>	 <u>9,195,781</u>	 <u>9,195,781</u>
 <u>Estimated Savings</u>	 <u>\$1,743,288</u>	 <u>\$3,413,013</u>

Comments:

1. Parking management services were first certified as required by Charter Section 8.300-1 in 1980 and have been provided by an outside contractor since 1971.

2. The Airports Commission is currently contracting with AMPCO Airport Parking Company for the provision of these parking management services. The term of this contract is for a period of one year commencing July 1, 1991, with four one-year renewal options. Fiscal Year 1994-95 is the third renewal option. The Contracted Service Cost used for the purpose of this analysis is the Airport's and the current contractor's estimate of providing parking management services for Fiscal Year 1994-1995. The Airport reports that AMPCO is not a MBE or WBE firm and that AMPCO employees receive health care coverage.

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3. The Controller's supplemental questionnaire with the Airport Commission's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

900-2: Charter 8.300-1 (Proposition I) QuestionnaireCharter 8.300-1 (Proposition I) QuestionnaireDepartment Airports Commission For time Period 7/01/94 - 6/30/95Contract Services Parking Facilities at San Francisco International Airport
Operating Agreement for Public Automobile

1) Who performed services prior to contracting out?

This service has always been contracted out. It has never been operated by City Personnel.

2) Number of City employees laid off as a result of contracting out?

None.

3) If the employees were not laid off as a result of contracting out, what happened to them?

Not applicable - always contracted out.

4) What percent of a City employee's time is spent on services to be contracted out?

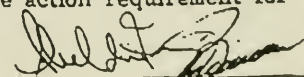
Not applicable - always contracted out.

5) How long have the services been contracted out?

Services have been contracted out since October 16, 1971

6) Will contract services meet goals of MBE/WBE Ordinance?

The contractor met the 30% MBE goal and demonstrated good faith efforts in awarding five (5) contracts (5%) to WBEs. The contractor is required to meet the City's affirmative action requirement for Chapter 12B and 12C.


Department RepresentativeTelephone: 876-2112.

Item 9 - File 27-94-9

Department: San Francisco International Airport

Item: Ordinance approving Modification No. 5 of Lease and Use Agreement between American Airlines, Inc. and the City and County of San Francisco acting by and through its Airports Commission.

Amount: \$3,321

Agreement Period: Retroactively from May 1, 1994 to June 30, 2011

Description: On July 1, 1981, American Airlines, Inc. and the City and County of San Francisco entered into a 30-year Lease and Use Agreement (Agreement) for American Airlines to lease from the Airport certain space in the North and International Terminal Buildings.

The proposed lease modification would allow American Airlines, Inc. to relinquish a portion of its exclusively used space consisting of 70 square feet of Category I (ticket counter) space, located in the International Terminal Building. Since the Airport intends to issue a permit for this space to Virgin Atlantic Airlines to accommodate Virgin Atlantic's operations, revenue to the Airport will remain unchanged.

Airport space categories are defined as follows:

Category I: Ticket Counters and Hold Rooms (waiting areas by gates)

Category II: Ticket counter Back Offices, VIP Clubs, Baggage Claim Lobbies

Category III: Administrative and Operations Offices

Category IV: Baggage Handling Areas

Comments:

1. American Airlines, Inc.'s Lease and Use Agreement Modification No. 5 was adopted on May 17, 1994 by Airports Commission Resolution No. 94-0098.
2. The proposed ordinance would decrease American Airline's exclusive space from 137,647 square feet to 137,577 square feet, a reduction of 70 square feet. The existing and proposed amount of exclusive use space that would be leased by

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American Airlines, Inc. as a result of the proposed modification No. 5 is as follows:

<u>Exclusive Use</u>	<u>Existing Square Feet</u>	<u>Proposed Square Feet</u>	<u>Change</u>
Category I	25,960	25,890	(70)
Category II	32,455	32,455	0
Category III	37,606	37,606	0
Category IV	<u>41,626</u>	<u>41,626</u>	<u>0</u>
Total	137,647	137,577	(70)

3. According to the Airport, American Airlines no longer needs this 70 square feet of counter space.

4. Mr. Bob Rhoades of the Airport reports that the annual revenues to the Airport for the space that would be vacated will remain unchanged, since Virgin Atlantic Airlines now occupies the 70 square feet of space on a month-to-month permit basis at the same rate at which American Airlines has leased it. Mr. Rhoades reports that the revenues involved in the space to be relinquished by American Airlines total \$3,321 per year (70 square feet of Category I space @ \$47.45 per square foot).

5. According to Mr. Rhoades, the Airport reacquired the subject 70 square feet from American Airlines to lease to Virgin Atlantic Airlines on May 1, 1994. Therefore, the title and body of the proposed ordinance should be amended to provide for the retroactivity of the subject modification to the existing lease with American Airlines.

Recommendation: Amend the title and body of the proposed legislation to reflect that the proposed ordinance is retroactive and approve the proposed ordinance, as amended.

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Item 10 - File 27-94-10

Department: San Francisco International Airport

Item: Ordinance approving Modification No. 3 of Lease and Use Agreement between Mexicana Airlines, Inc. and the City and County of San Francisco acting by and through its Airports Commission.

Amount: \$30,607

Agreement Period: Retroactively from May 1, 1994 through June 30, 2011.

Description: On March 18, 1983, Mexicana Airlines, Inc. and the City and County of San Francisco entered into a Lease and Use Agreement (Agreement) for Mexicana Airlines to lease from the Airport certain space in the International Terminal Building.

The proposed lease modification would allow Mexicana Airlines, Inc. to relinquish a portion of its exclusively used space consisting of 860 square feet of Category II (see below) space, located in the International Terminal Building. Since the Airport intends to issue a permit for this space to Leisure Airlines to accommodate Leisure Airline's operations, revenue to the Airport will remain unchanged. Additionally, the proposed ordinance would correct the amount of jointly leased premises (space used jointly by airlines in the International Terminal building).

Airport space categories are defined as follows:

Category I: Ticket Counters and Hold Rooms (waiting areas by gates)

Category II: Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies

Category III: Administrative and Operations Offices

Category IV: Baggage Handling Areas

Comments: 1. Mexicana Airline, Inc.'s Lease and Use Agreement Modification No. 3 was adopted on May 17, 1994 by Airports Commission Resolution No. 94-0100.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. The proposed ordinance would decrease Mexicana Airline's exclusive space from 4,773 square feet to 3,913 square feet, a reduction of 860 square feet. The existing and proposed amount of exclusive use space that would be leased by Mexicana Airlines, Inc. as a result of the proposed modification No. 3 is as follows:

<u>Exclusive Use</u>	<u>Existing Square Feet</u>	<u>Proposed Square Feet</u>	<u>Change</u>
Category I	520	520	0
Category II	3,253	2,393	(860)
Category III	<u>1,000</u>	<u>1,000</u>	<u>0</u>
Total	4,773	3,913	(860)

3. Mr. Bob Rhoades of the Airport reports that the subject 860 square feet had been used by Mexicana Airlines as its VIP Lounge. According to the Airport, Mexicana Airlines does not have enough VIP Lounge members to continue leasing this space.

4. Mr. Rhoades advises that the amount of revenue paid to the Airport for the subject 860 square feet of space is approximately \$30,607 per year (860 square feet x \$35.59 per square foot). Upon approval of the proposed ordinance, Mr. Rhoades reports that Leisure Airlines will occupy the space on a month-to-month permit basis at the same rate at which Mexicana Airlines has leased it. Since Mexicana Airline's vacation of the space was effective May 1, 1994, and, according to Mr. Rhoades Leisure Airline would not lease the space until approximately July 15, 1994, there would be an approximate two-month period in which the space would go unrented, for a total revenue loss of approximately \$5,101 (\$30,607 annual rent divided by 12 months x two months).

5. Mr. Rhoades advises that a recent audit of space use reflected that the jointly leased premises of Category III space used by all the airlines in the International Terminal Building are currently incorrectly stated as being 1,373 square feet. The jointly leased premises of Category III, according to the Airport, are 1,517 square feet. The proposed ordinance formally corrects this error, as follows:

<u>Joint Use Areas</u>	<u>Existing Square Feet</u>	<u>Proposed Square Feet</u>	<u>Change</u>
Category I	36,876	36,876	0
Category II	59,039	59,039	0
Category III	1,373	1,517	144
Category IV	17,110	17,110	0
Total	114,398	114,542	144

6. Mr. Rhoades reports that the change in joint use square footage, as noted in Comment #5 above, has no impact on the amount of rent that Mexicana Airline's pays to the City annually and that it does not affect the Airport's budget.

7. According to Mr. Rhoades, the Airport relinquished the subject 860 square feet from Mexicana Airlines on May 1, 1994. Therefore, the title and body of the proposed ordinance should be amended to provide for the retroactivity of the subject modification to the existing lease with Mexicana Airlines.

Recommendation: Amend the title and body of the proposed legislation to include that the proposed ordinance is retroactive and approve the proposed ordinance, as amended.

Item 11 - File 27-94-11

Department: San Francisco International Airport

Item: Ordinance approving Modification No. 2 of Lease and Use Agreement between Philippine Airlines, Inc. and the City and County of San Francisco acting by and through its Airports Commission.

Amount: \$12,482

Agreement Period: Retroactively from May 1, 1994 through June 30, 2011.

Description: On January 1, 1983, Philippine Airlines, Inc. and the City and County of San Francisco entered into a Lease and Use Agreement (Agreement) for Philippine Airlines to lease from the Airport certain space in the International Terminal Building.

The proposed lease modification would allow Philippine Airlines, Inc. to relinquish a portion of its exclusively used space consisting of 526 square feet of Category III (office) space, located in the International Terminal Building. The space would be provided to the U.S. Immigration and Naturalization Service (INS) at no cost, pursuant to Federal regulations which state that "essential services" such as customs, immigration and naturalization services, public health, and Federal Aviation Association control towers be provided by airports at no cost. However, the Airport advises that revenue to the Airport will remain unchanged as the airlines at the International Terminal building will cover the costs for this space to be used by INS.

Additionally, the proposed ordinance would correct the amount of jointly leased premises (space used jointly by airlines in the International Terminal building).

Airport space categories are defined as follows:

Category I:	Ticket Counters and Hold Rooms (waiting areas by gates)
Category II:	Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies
Category III:	Administrative and Operations Offices
Category IV:	Baggage Handling Areas

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Comments:

1. Philippine Airline, Inc.'s Lease and Use Agreement Modification No. 2 was adopted on May 17, 1994 by Airports Commission Resolution No. 94-0099.

2. The proposed ordinance would decrease Philippine Airline's exclusive space from 4,988 square feet to 4,462 square feet, a reduction of 526 square feet. The current and proposed amount of exclusive use space that would be leased by Philippine Airlines, Inc. as a result of the proposed modification No. 2 is as follows:

<u>Exclusive Use</u>	<u>Square Feet Current</u>	<u>Square Feet Proposed</u>	<u>Change</u>
Category I	400	400	0
Category II	2,934	2,934	0
Category III	<u>1,654</u>	<u>1,128</u>	<u>(526)</u>
Total	4,988	4,462	(526)

3. Mr. Bob Rhoades of the Airport reports that the subject 526 square feet had been used by Philippine Airlines as an office/storage space. According to the Airport, Philippine Airlines no longer needs this space.

4. Mr. Rhoades advises that the amount of revenue paid to the Airport for the subject 526 square feet of space is approximately \$12,482 per year (526 square feet x \$23.73 per square foot). Upon approval of the proposed ordinance, Mr. Rhoades reports that the Airport will provide the subject 526 square feet of space in Category III of exclusively used space to the INS at no cost, as described above. Mr. Rhoades reports that this 526 square feet of space would be considered as jointly used space by the airlines in the International Terminal and therefore the \$12,482 cost of leasing this space would be allocated among these airlines in the same fashion that they pay for jointly used space. Mr. Rhoades advises that each airline in the International Terminal pays for jointly used space as follows: 1) 20 percent of the total paid by each Airline is based upon a fixed rate per square foot in each category, and 2) 80 percent of the total paid by each airline is based upon each airline's monthly passenger levels. Mr. Rhoades states that there would be no effect on the Airport's operating budget as a result of this proposed modification and that the amount

Item 12 - File 25-94-21

The attached reports of the Controller pertain to the proposed resolution concurring with the Controller's certification that Budget Analyst services can be practically performed by private contractor for a lower cost than similar work performed by City employees.

The Budget Analyst provides health care coverage for their employees.

The Controller has certified that Budget Analyst services under contract are provided at a lower cost than if the work were performed by City employees.

BOARD OF SUPERVISORS
BUDGET ANALYST

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BOARD OF SUPERVISORS
SAN FRANCISCO

94 JUN -9 PH 2:48

BY

25-94-21

June 8, 1994

Honorable Board of Supervisors
City and County of San Francisco
City Hall, Room 235
San Francisco, CA 94102

Attention: John L. Taylor, Clerk of the Board

Re: Contract for Budget Analyst Services

Dear Mr. Taylor:

The cost information and supplementary data provided by your office on the proposed contract for budget analyst services has been reviewed by my staff.

If the services are performed by the contractor at the proposed contract price, it would appear that the services can be performed at a lower cost than if the work were performed by City employees at presently budgeted levels. Our opinion is based on information provided that indicates that the comparable level of service would be provided by 18 full-time equivalent professional City employees. A statement of projected cost and estimated savings for the year commencing July 1, 1994 is attached for your review.

The requirements of Charter Section 8.300-1 relative to the Controller's findings that "work or services can practically be performed by private contract" for fiscal year 1994-95 have been satisfied. To complete the Charter requirements, your department must secure Board of Supervisor approval through resolution before entering into the private contractual arrangement.

Sincerely,

John W. Harrington
Edward Harrington
Controller

Enclosure

cc: Thornton C. Bunch ERD, Human Resources
Wendell Pryor, Human Resources
Harvey Rose, Budget Analyst - Board of Supervisors

ATTACHMENT A
 BOARD OF SUPERVISORS
 BUDGET ANALYST SERVICES (1)
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES
 FISCAL YEAR 1994-95

	CLASS	POSITIONS	B.W.	RATE	LOW	HIGH
<u>PROJECTED PERSONNEL COSTS</u>						
BUDGET DIRECTOR	1831	1.00	3,597	4,372	96,220	114,109
ASST BUDGET DIRECTOR	1892	1.00	2,424	2,946	64,842	76,891
CHIEF ASSOC. BUDGET ANALYST	A289	3.00	2,297	2,793	184,334	218,692
PRINC. ASSOC. BUDGET ANALYST	A245	2.00	2,166	2,632	115,881	137,390
SR ASSOC. BUDGET ANALYST	1828	1.00	2,004	2,435	53,607	63,554
ASSOC. BUDGET ANALYST	1826	8.00	1,731	2,104	370,434	439,315
CONFIDENTIAL SECRETARY	1520	1.00	1,484	1,800	39,697	46,980
SECRETARY II	1446	1.00	1,185	1,436	31,699	37,480
PREMIUM PAY					1,126	1,126
OVERTIME					2,805	2,805
TOTAL CITY SALARY COSTS		18.00			960,645	1,138,341
<u>EMPLOYEE BENEFITS</u>						
VARIABLE BENEFITS					141,632	167,411
FIXED BENEFITS @ \$3,079 (2)					55,422	55,422
TOTAL EMPLOYEE BENEFITS					197,054	222,833
OTHER EXPENSES (3)					70,400	70,400
TOTAL CITY COSTS					1,228,099	1,431,575
CURRENT CONTRACT AMOUNT					1,212,690	1,212,690
ESTIMATED TOTAL COMPENSATION ADJUSTMENT (4)					19,876	19,876
TOTAL ESTIMATED CONTRACT COSTS					1,232,566	1,232,566
ESTIMATED DIFFERENCE					(4,467)	199,009

Comments/Assumptions:

1. These services have been contracted out since 1979.
2. The fixed fringe benefit rate consists of the adopted 1994-95 health and dental rates. Variable fringe benefits include scheduled compensation adjustments based on ratified MOU agreements. Other costs are computed at the same rate used in our 1993-94 analysis.
3. The estimated contract costs assumes the base year level of services at 18 FTE without the addition of MOU analysis.
4. The current contract for budget analyst services includes a provision that the contract will be adjusted "based on the average annual percentage increase in total compensation granted through salary standardization or collective bargaining ... to miscellaneous employees performing work similar to that provided by the Budget Analyst." Our estimate for this provision of 1.64% is based on the average percentage increase for Local 21.

Charter 8.300-1 (Proposition J) Questionnaire

Department Board of Supervisors
Contract Services Budget Analyst
Time Period July 1, 1994 through June 30, 1995

- 1) Who performed services prior to contracting out?

Bureau of the Budget

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were laid off.

Two were transferred to other City departments; balance resigned in order to be hired by the contractor

- 4) What percent of City employee's time is spent on services to be contracted out?

Full-time

- 5) How long have services been contracted out?

15 years since January 1, 1979

- 6) What was the first fiscal year for a Proposition J Certification?

FY 1978-79

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contract services are consistent with the Board of Supervisors Department MBE/WBE Action Plan

John L. Taylor
Department Representative

Clerk of the Board of Supervisors
(Type Name, Title)

554-5184
Telephone

Item 13 - 172-94-23

Department: Mayor's Office of Emergency Services (MOES)

Item: Resolution authorizing the execution of agreement between the City and County of San Francisco (CCSF) through the Mayor's Office, and the State Personnel Board for Career Opportunities Development Program.

Description: The proposed resolution would allow the Mayor's Office of Emergency Services to accept State grant money from the Career Opportunities Development Program for the hiring of a Special Assistant IV for a nine-month period. The Career Opportunities Development (COD) Program was established by the California Legislature through the Welfare Reform Act of 1971 and contracts with employers to provide entry level job training opportunities for persons with disabilities.

This resolution pertains specifically to the hiring of a disabled person who has served as a volunteer in the Mayor's Office of Emergency Services since April, 1993. This person would be hired as a Special Assistant IV for a period of nine months commencing after July 1, 1994. The bi-weekly salary for this position is \$1,421 (\$37,088 annually), which represents a salary of \$27,816 for a nine-month period. The State COD-Rehab grant would provide funds for both salary and benefits.

Comments:

1. The proposed resolution would allow the City and County of San Francisco, through the Mayor's Office, to execute an agreement with the State COD Program for the purpose of hiring this disabled person in the MOES with funds from a COD-Rehab grant. Mr. Frank Schoeber of the MOES indicates that the State will approve the necessary grant funds when the State receives proof that this resolution has been approved by the Board of Supervisors. If for some reason grant funding does not become available, this person may continue to work at MOES on a volunteer basis, according to Mr. Schoeber.

2. If this resolution is approved by the Board of Supervisors, MOES may seek to add this position to the 1995-96 MOES budget after the COD-Rehab grant funds expire. Due to the fact that this person is handicapped, however, Mr. Schoeber indicates that MOES intends to seek alternate sources of funding such as Federal, State and private grants available for employment of handicapped persons, in order to continue funding this position when the COD-Rehab grant expires.

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BUDGET ANALYST

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July 7, 1994 Government Efficiency and Labor Committee Meeting

3. The proposed resolution states that the Staff Assistant would be hired "during the period of July 1, 1994 through May 31, 1995", while the grant application and MOES state that this person would be hired for a period of nine months. The language in the resolution could be interpreted as authorizing an 11-month term of employment (from July 1, 1994 to May 31, 1994).

- Recommendation:**
1. Amend the resolution to specify the hiring of a Staff Assistant IV for a period of nine months during the period of July 1, 1994 through May 31, 1994.
 2. Approve the resolution, as amended.

Item 14 - File 93-94-18

Department: Mayor's Office of Employee Relations

Item: Resolution ratifying a Memorandum of Understanding between the Cement Masons, Local 580 and the City and County of San Francisco.

Description: The proposed resolution would approve a Memorandum of Understanding (MOU) between the Cement Masons, Local 580, and the City. According to Mr. Jim Horan of the Department of Public Works, 20 Cement Masons are represented by this proposed MOU.

The proposed MOU includes only one new provision. This new provision would provide for a premium of 25¢ per hour for each hour that a Cement Mason spends working with epoxy. According to Mr. Horan, crafts workers typically receive epoxy premiums, and a premium of 25¢ is minimal. Mr. Horan estimates that the maximum cost of this premium would be no more than \$500 per year in total, based on 2,000 hours at 25¢ per hour, or an average of 100 hours per Cement Mason per year.

A current provision establishing a Sewage Premium is proposed to be deleted. This Sewage Premium cost approximately \$1,500 in FY 1993-94, according to Mr. Horan.

The proposed new MOU includes a number of provisions that are currently in place in the existing MOU, as follows:

- The City would provide four pairs of protective coveralls to each 7311 Cement Mason. Mr. Horan advises that the cost of providing these coveralls in FY 1993-94 is estimated at \$3,200;
- The City would provide a hat, coat, pants and boots to each Cement Mason. Mr. Horan advises that the cost of providing these articles of clothing in FY 1993-94 is estimated at \$2,000;
- A \$5 per day premium will be paid to Cement Masons who serve as lead workers. A lead worker is defined as a worker who performs certain duties, as follows: plan, design, sketch, lay-out, detail, estimate and order material for at least two other Cement Masons, or a worker who takes the lead on any job when at least two other Cement Masons are also assigned. Mr. Horan advises that the cost of paying this premium in FY 1993-

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94 was approximately \$6,300, based on a total of 1,260 days for lead workers, or an average of 63 lead worker days per Cement Mason;

The proposed MOU also provides that the premium for lead Cement Masons would increase if a majority of other craft unions receive an increase in the lead premium;

- Cement Masons on stand-by, who must be available to provide immediate emergency services, would be paid 25 percent of their regular pay during this time. Employees with an electronic beeper, provided by the City, would be compensated only ten percent of their regular pay while on stand-by. Mr. Horan advises that Cement Masons rarely stand by, because there is little need for emergency Cement Mason services. Therefore, the City paid nothing for such stand-by services for Cement Masons in FY 1993-94.
- Under the proposed MOU, the City would agree to indemnify Cement Masons against fire and theft of tools, provided the employee demonstrates that he or she has complied with all safekeeping rules and has provided a complete list of tools, prior to theft or destruction, to the City. In FY 1993-94, Mr. Horan reports, the City paid less than \$100 to replace tools for employees covered by the Cement Mason MOU.

In summary, the costs for the provisions of the proposed MOU, as compared with the existing MOU, are as follows:

<u>Item</u>	<u>Cost Under Proposed MOU</u>	<u>Cost Under Current MOU</u>	<u>Difference</u>
Coveralls	\$3,200	\$3,200	\$0
Hat/coat/pants/boots	2,000	2,000	0
Lead Worker Premium	6,300	6,300	0
Tool Indemnification	100	100	0
Epoxy Premium	500	0	500
Sewage Premium	0	1,500	(1,500)
Total	\$12,100	\$13,100	(\$1,000)

Comment:

Mr. Horan advises that one other new item is still being negotiated. The Cement Masons have requested that the City provide anti-vibration gloves, at a cost of \$50 each, for persons working with jackhammers to protect workers' hands. Mr. Horan advises that the DPW's Safety Officer has

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endorsed this request. However, the proposed MOU does not include a provision for such gloves.

If an agreement is made that would provide these anti-vibration gloves, the maximum cost would be approximately \$1,000 (20 Cement Masons times \$50 per pair of gloves).

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 15 - File 93-94-19

Department: Mayor's Office of Employee Relations

Item: Resolution ratifying Memorandum of Understanding between the Probation Officers Association and the City and County of San Francisco.

Description: In 1991, all of the City's Probation Officers opted out of the San Francisco Employees Retirement System (SFERS), and joined the State Public Employees Retirement System (PERS) instead. According to Mr. Mark James of the Adult Probation Department, the Probation Officers joined PERS because Probation Officers who belong to PERS can retire earlier and receive higher pension benefits.

Mr. James advises that the Probation Officers' transfer from SFERS to PERS was not retroactive. In other words, employees were not permitted to transfer their credit for prior service from SFERS and deposit it with PERS. The transfer was not retroactive, Mr. James advises, because the City's Charter specifies that a transfer of service credit from SFERS may only be made if it would result in no added cost to the City.

The proposed Memorandum of Understanding would require the City to request that PERS conduct an actuarial study to determine the cost of transferring certain Probation Officers' and Juvenile Counselors' previously earned service credit from SFERS to PERS. Based on the findings of the PERS actuarial study, the City and the Probation Officers Association would meet and confer with respect to the possibility of transferring service credit to PERS. According to the proposed MOU, such a service credit would be made only if the amount of assets transferred would be no more than SFERS current liability for such service credit.

Comments:

1. According to Mr. Kieran Murphy of SFERS, in 1990, SFERS estimated that there would be a cost associated with Probation Officers transferring prior service credit from SFERS to PERS. Since the Charter mandates that service credits cannot be transferred if there is a cost associated with such a transfer, Probation Officers were not permitted to transfer service credit at that time. Mr. Murphy reports that the cost of transferring service credits would likely be lower now for Probation Officers, since many Probation Officers who had substantial service credit with SFERS have retired since 1990.

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2. The PERS actuarial study would be paid for by the Employees Retirement System. The cost of the study is anticipated to be between \$200 and \$300, Mr. Murphy advises.

3. Approval of the proposed resolution would have only have a fiscal impact of up to \$300. As previously noted, a transfer to PERS would only be effected if the study results reflect that there would be no added costs to the City.

Recommendation: Approve the proposed resolution.

Items 16 and 17 - Files 93-94-20 and 93-94-20.1

Department: Department of Human Resources
Employee Relations Division

Item: Resolution ratifying Memorandum of Understanding between the District Attorney Investigators' Association and the City and County of San Francisco (File 93-94-20).

Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the City and County of San Francisco and the District Attorney Investigators' Association for the period July 1, 1994 through June 30, 1995 (File 93-94-20.1).

Description: The proposed resolution (File 93-94-20) would ratify a Memorandum of Understanding (MOU) between the City and the District Attorney Investigators Association (DAIA) concerning wages, hours, and other terms of employment for the classifications represented by the DAIA. These classifications are:

Class	Title	Number of Positions
		In 1994-95 Annual Salary Ordinance
8132	District Attorney Investigator Assistant	13
8146	District Attorney Investigator	28
8147	Senior District Attorney Investigator	18
8149	Assistant Chief District Attorney Investigator	1
8157	Family Support Investigator I	0
8158	Family Support Investigator II	57
8159	Family Support Investigator III	13
	Total	130

The term of the proposed MOU would be for three years from July 1, 1994 through June 30, 1997, except for the MOU provisions governing salaries, health and welfare, and the City's payment of the employee share of the retirement contribution; for those provisions, the term of the MOU would be for one year, from July 1, 1994 through June 30, 1995. The MOU provides that the City and the DAIA shall meet and confer at future dates concerning salaries, health and welfare, and the City's payment of the employee share of the retirement contribution for fiscal years 1995-96 and 1996-97 (the last two years of the MOU).

The proposed ordinance (File 93-94-20.1) would implement the fiscal provisions of the MOU between the City and the

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DAIA for the period July 1, 1994 through June 30, 1995 (the first year only of the proposed MOU).

Under the proposed MOU, no salary increases would be provided for the period July 1, 1994 through June 30, 1995.

The proposed Memorandum of Understanding includes the following other principal provisions.

(A) The following provisions would confer new benefits, which have not previously been provided by the City, for the employees who are subject to the proposed MOU:

- (1) Effective March 1, 1995, the City would contribute \$75.00 per month per employee for dependent health care benefits for employees who have dependents.
- (2) Effective September 1, 1994, the City shall pay member contribution costs to the applicable retirement system at the rate of two percent. DAIA members are enrolled in the State Public Employees Retirement System and currently pay an employee retirement contribution of 9 percent of salary. Under the proposed MOU, the City would contribute ("pick up") 2 percent of the employee's 9 percent contribution and the employee would then be required to contribute only 7 percent.
- (3) District Attorney Investigators who complete 30 hours of Peace Officers Standards Training (POST) in a calendar year would receive \$70.00 biweekly the next fiscal year, beginning with the first payroll period in July, 1995. [As a result, no POST premiums would be paid in 1994-95.] To continue to receive this POST premium in any subsequent fiscal year [after 1995-96], the employee must have completed the required 30 hours of training in the immediately preceding calendar year.

(B) The following MOU provisions would continue benefits which are currently provided by the City to employees who are represented by the DAIA:

- (4) The City would provide Hepatitis B vaccinations.
- (5) Bilingual pay at the rate of \$35.00 biweekly would be paid to employees certified by the Civil Service Commission as having proficiency in the Spanish or Chinese languages. Proficiency in other languages would be compensated at the same biweekly rate of \$35.00 only

when such languages are used in the course of employment, subject to Civil Service guidelines.

- (6) Cash payments or compensatory time off for overtime worked would be awarded in accordance with Section V of the Salary Standardization Ordinance.
- (7) The Department would budget for and make available safety equipment for District Attorney Investigators consisting of: (a) \$1,000 worth of on-duty ammunition Department-wide, (b) \$2,000 worth of practice ammunition Department-wide, (c) up to \$500 per District Attorney Investigator for reimbursement of miscellaneous safety equipment purchases; and (d) soft body armor vests for each District Attorney Investigator with Peace Officer status.

Comments:

1. The Controller has estimated that the fiscal impact of the proposed MOU in 1994-95 would be \$220,587 for the specific benefits outlined in the MOU, in addition to the \$7.05 million cost of existing salaries and existing mandatory fringe benefits for employees who are represented by the DAIA. The \$220,587 cost of the MOU benefit provisions for 1994-95 consists of \$138,187 for new benefits and \$82,400 for existing benefits which will be continued.

The Budget Analyst concurs with the estimated costs of the Controller for the benefits which are identified in the MOU. However, the Budget Analyst has been advised by Mr. Kieran Murphy, Actuary for the Employees Retirement System, that the City's cost for retirement benefits will increase as a result of adding premium pay for training activities (a new benefit authorized in the proposed MOU) to the salary base on which retirement benefits are calculated. In 1994-95, the City will pay a retirement contribution for DAIA members of 16.427 percent of salary, and, in addition, will pick up 2 percent of the employee's retirement contribution beginning September 1, 1994, for a total City contribution for retirement benefits of DAIA members of 18.427 of salary. Therefore, the proposed new premium pay would entail a new cost for retirement benefits equal to 18.427 percent of the amount of premium pay which is earned by DAIA members.

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July 7, 1994 Government Efficiency and Labor Committee Meeting

The estimated costs of the proposed MOU over the next three fiscal years are as follows:

MOU Provision	Estimated Cost		
	1994-95	1995-96	1996-97
<u>New Benefits</u>			
Two Pct. Retirement Contribution effective September 1, 1994	\$109,452	\$109,452	\$109,452
Dependent Health Insurance effective March 1, 1995	28,735	28,735	28,735
POST premium pay	0	85,869	171,738
Additional City retirement contribution based on new premium pay	0	15,823	31,646
Subtotal: New Benefits	\$138,187	\$239,879	\$341,571
<u>Continued Existing Benefits</u>			
Safety Equipment	67,500	67,500	67,500
Bilingual Pay	14,900	14,900	14,900
Subtotal: Existing Benefits	\$82,400	\$82,400	\$82,400
Total	\$220,587	\$322,279	\$423,971

The specific cost of Hepatitis B vaccinations and compensatory time off, which would continue to be provided under the proposed MOU, would depend on the extent to which these benefits are utilized by the DAIA members.

2. As previously noted, the proposed MOU provides for meet and confer proceedings concerning salaries, health and welfare, and the City's payment of the employee share of the retirement contribution for fiscal years 1995-96 and 1996-97. The outcome of these meet and confer sessions will affect the estimated costs shown above for 1995-96 and 1996-97.

3. In summary, there would be no salary increase for DAIA members in 1994-95, and the proposed MOU would continue the existing benefits for DAIA members for an additional three years, at an estimated annual cost of \$82,400. The proposed MOU would provide new benefits (a pick-up of two percent of the employee's retirement contribution, a \$75 health care contribution for dependents, and premium pay for training activities) at an estimated annual cost of \$138,187 in 1994-95. The estimated total annual cost of the benefits authorized by the proposed MOU is \$220,587 in 1994-95, which would increase to \$322,279 in 1995-96 and to \$423,971 in 1996-97 due to increases in the estimated cost of premium pay and the increased City retirement contributions for the new premium pay.

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In addition, the City and the DAIA will meet and confer in the future concerning salaries, health and welfare benefits, and the City's payment of the employee share of the retirement contribution for fiscal years 1995-96 and 1996-97. The salary and benefit costs for DAIA members could increase above the estimates provided above, depending on the outcome of these future meet and confer proceedings.

Recommendations: 1. Approval of the proposed resolution to ratify the proposed MOU between the City and the District Attorney Investigators Association is a policy matter for the Board of Supervisors (File 93-94-20).

2. Approval of the proposed ordinance to adopt and implement the fiscal provisions of the MOU between the City and the District Attorney Investigators Association is a policy matter for the Board of Supervisors (File 93-94-20.1).

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Item 18 - File 25-94-17

Department: Juvenile Probation Department

Item: Resolution concurring with the Controller's certification that intake and shelter services to status offenders can continue to be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Intake, Shelter and Central Receiving Services

Description: The contract is for shelter, intake and central receiving facility services for status offenders, such as runaway youths and youths uncontrollable by parents. The services include family counseling and provision of shelter.

The Controller has determined that contracting for intake and shelter services to status offenders in Fiscal Year 1994-95 would result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>Low</u>	<u>High</u>
Salaries	\$694,678	\$841,908
Benefits	215,905	248,972
Operating Expenses	<u>96,042</u>	<u>96,042</u>
Total	\$1,006,625	\$1,186,922
<u>Contracted Service Cost</u>	<u>584,064</u>	<u>584,064</u>
<u>Estimated Savings</u>	\$422,561	\$602,858

A Senior Probation Officer is required to monitor and act as liaison for the contract. Since this position would be necessary for such services provided either by the City or under contract, the salary costs for this position would be completely offsetting. Therefore, the costs of this position are not included in the City or contract cost estimate.

Comments:

1. The Juvenile Probation Department reports that intake, shelter and central receiving facility services have been continuously provided by an outside contractor since 1986.
2. The current one-year contract, which expires on June 30, 1994, is with Youth Advocates. Ms. Judy Griffin of the Juvenile Probation Department reports that Youth Advocates

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has again been selected, through a Request for Proposal Process, as the contractor for intake, shelter and central receiving services for Fiscal Year 1994-95. Youth Advocates, a non-profit agency, provides health care coverage for its employees.

3. The Contracted Service Cost used for the purpose of this analysis is based on projected contract costs for Fiscal Year 1994-95. It assumes a four percent cost-of-living-adjustment to the existing contract rate.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

Department JUVENILE PROBATION

Contract Services SHELTER AND INTAKE FOR STATUS OFFENDERS

For the term starting approximately JULY 1, 1994 through JUNE 30, 1995

1) Who performed services prior to contracting out?

Juvenile Hall Counselors:

3 - 8316 Assistant Counselor 7 - 8320 Counselor, Juvenile Hall

1 - 8318 Counselor II

2) Number of City employees laid off as a result of contracting out?

None. Eleven positions were cut from budget, but no permanent staff were laid off.

3) Explain disposition of employees if they were not laid off.

Permanent employees moved to positions in other parts of Juvenile Hall formerly filled by on-call staff.

4) What percent of a City employee's time is spent on services to be contracted out?

50% of 1 - 8414 Supervising Probation Officer 100% of 2 - 8318 Counselor II
100% of 1 - 8442 Senior Probation Officer 100% of 14 - 8320 Counselor
100% of 3 - 8440 Probation Officer

5) How long have the services been contracted out?

The contract with Youth Advocates for Central Receiving Facility was entered into by Juvenile Probation on February 1, 1984. That contract was expanded to include Shelter and Intake for status offenders April 1, 1989.

6) When was the first fiscal year for a Proposition J certification?

The first fiscal year for the Central Receiving Facility contract was 1983/1984. The first fiscal year for the expanded contract was 1988/1989.

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Extensive outreach was accomplished at the Request for Qualifications staging seeking potential MBE/WBE providers.

Youth advocates is a non-profit agency so it does not fall within the purview of MBE/WBE goals.

Cheyenne Bell

Department Representative

7537860

Telephone

Item 19 - File 25-94-18

Department: Municipal Court

Item: Resolution concurring with the Controller's certification that services of the Court Management System Coordinator can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed:

Court Management System Coordinator Services (manages the computer system known as the Court Management System, which is shared by representatives of the Police Department, Sheriff's Department, Adult Probation Department, Superior Court, Municipal Court, District Attorney, Public Defender and County Clerk.

Description:

The Controller has determined that contracting for court management system services for Fiscal Year 1994-95 would result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>High</u>	<u>Low</u>
Salaries	\$52,060	\$61,727
Benefits	<u>10,876</u>	<u>12,339</u>
Total	\$62,936	\$74,066
<u>Contract Service Costs</u>	<u>49,000</u>	<u>49,000</u>
Estimated Savings	\$13,936	\$25,066

Comments:

1. Court Management System Coordinator Services were first certified as required by Charter Section 8.300-1 in 1978 and have continued to be provided by an outside contractor since then.
2. The Contracted Service Cost used by the Controller's Office is the amount budgeted by the Municipal Court for these services in 1994-1995.
3. According to Mr. Gordon Park-Li of the Municipal Court, the Municipal Court plans to renew its current one year contract with Mr. Thomas Fiegenschuh.
4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of

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the contractor, is attached. The contractor is not a certified MBE or WBE.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department Municipal Court For Time Period FY 1994-95-
Contract Services Court Management System Coordinator

- 1) Who performed services prior to contracting out?

Coordinator services were originally provided through the LEAA grant during development of the Court Management System (CMS).

- 2) Number of City employees laid off as result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

Coordinator has made the use of CMS more adaptable to office operations. City employees began to benefit from computer support.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None. The coordinator position crosses over nine City departments in supporting and using CMS.

- 5) How long have the services been contracted out?

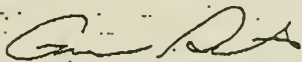
Since 1978.

- 6) What was the first fiscal year for a Proposition J certification?

The year when Proposition J became legal in San Francisco..

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

To meet our needs.


Department Representative
Telephone: 554-4516

Item 20 -172-94-25

Department: Public Utilities Commission (PUC)

Item: Resolution authorizing the Municipal Railway (MUNI) to modify an existing contract with New Flyer Industries Limited for the acquisition of Articulated Trolley Coaches.

Description: In August, 1990, the Board of Supervisors approved Resolution 675-90, authorizing the San Francisco Municipal Railway to enter into a contract with New Flyer Industries Limited for the purchase of 35 Articulated Trolley Coaches, at a cost not to exceed \$22,791,418. The contract contained Bid Item No. 12 for the purchase of spare parts, but the bid item was not funded when the contract was awarded due to a lack of funds.

The cost of the spare parts detailed in Bid Item No. 12 of the original contract with New Flyer Industries Limited was \$597,818 plus tax. New Flyer Industries has agreed to a Contract Modification for the purchase of Bid Item No. 12 for such spare parts with no increase in price from its original bid. The PUC approved the purchase of the spare parts from New Flyer Industries Limited on April 12, 1994 (PUC Resolution No. 94-0095).

The PUC, when approving the funds for this purchase and negotiating a Contract Modification with New Flyer Industries, neglected to request authorization from the Board of Supervisors under Charter Section 3.502, which requires approval from the Board of Supervisors for contract modifications in excess of \$500,000.

Comments: 1. The proposed resolution only pertains to authorization of the contract modification. According to Ms. Gail Bloom of PUC Finance, grant funds for this purchase were approved by the PUC and the Board of Supervisors.

The Board of Supervisors previously authorized the PUC to apply for, accept and expend nearly \$60.5 million of Federal grant funds, \$38 million of which was put on reserve, including \$861,690 for equipment purchase (including spare parts). On February 15, 1994 the Board of Supervisors approved the release of \$937,721 of the Section 9 grant funds for the purchase of spare parts for the Trolley Bus Fleet (File 94-92-7.2). According to Ms. Bloom, the Public Utilities Commission subsequently decided to purchase only the spare parts included in the original Bid Item No. 12 through New

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Flyer Industries Limited, and purchase the remainder of the necessary spare parts through the City Purchaser.

2. According to Mr. Elmer Nelson of the PUC, funding was allocated and the contract modification was negotiated with New Flyer Industries before the PUC realized that this modification needed approval by the Board of Supervisors (due to the fact that the modification is in excess of \$500,000). Approval of this proposed resolution would enable the Municipal Railways to attain the spare parts which it has requested.

Recommendation: Approve the proposed resolution.

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Item 21 - File 25-94-20

Department: Purchasing

Item: Resolution concurring with the Controller's certification that security services can continue to be practically performed by a private contractor for lower costs than similar services performed by City and County employees.

Services to be Performed: Security Guard Services - Central Shops

Description: The Controller has determined that contracting for security guard services for Fiscal Year 1994-95 for the Purchasing Department's Central Shops would result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>High</u>	<u>Low</u>
Personnel Costs	\$100,272	\$118,428
Fringe Benefits	<u>21,213</u>	<u>23,598</u>
Total	\$121,485	\$142,026
<u>Contracted Service Cost</u>	<u>63,625</u>	<u>63,625</u>
<u>Estimated Savings</u>	\$57,860	\$78,401

- Comments:**
1. The Purchasing Department reports that this service was originally contracted out in 1983.
 2. The current two-year contract, which expires July 31, 1995, is with McCoy's Patrol Service. McCoy's Patrol Service is a certified MBE firm. The Contracted Service Cost for Fiscal Year 1994-95 reflects a 2.1 percent cost-of-living-adjustment over the current contracted cost.
 3. The Purchasing Department reports that McCoy's Patrol Service does not provide health care coverage for their employees.
 4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Since the Purchasing Department reports that the contractor is not providing health coverage, approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Charter 8.300-1 (Proposition J) Questionnaire

Department Purchasing
 Contract Services Security Guard Services
 Time Period August 1, 1994 through July 31, 1995

- 1) Who performed services prior to contracting out?
 Class 7410 Automotive Service Worker
- 2) Number of City employees laid off as a result of contracting out?
 None
- 3) If employees were not laid off as a result of contracting out, what happened to them?
 Employees were reassigned to Service Worker duties that were understaffed.
- 4) What percent of a City employee's time is spent on services to be contracted out?
 100% of three (3) employees
- 5) How long have the services been contracted out?
 Services were originally contracted out in September 1983.
- 6) Will contract services meet goals of MBE/WBE Ordinance?
 Present contractor is certified MBE. The contractor's certification number is 21 101 004 48.

Ara Minasian
 Ara Minasian

Department Representative

Director of Finance
 (Type Name, Title)

554-6215
 Telephone

Post-It™ brand fax transmittal memo 7671

of pages = 1

To <u>Mary Sprague</u>	From <u>Ara Minasian</u>
Co.	Co.
Dept.	Phone # <u>554-6215</u>
Fax # <u>252-0461</u>	Fax #

Item 22 - File 25-94-14

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that janitorial services at the City-owned building at 25 Van Ness Avenue can continue to be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Janitorial Services

Description: The Controller has determined that contracting for janitorial services for Fiscal Year 1994-95 at 25 Van Ness Avenue would result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>High</u>	<u>Low</u>
Personnel Costs	\$155,902	\$188,736
Fringe Benefits	38,996	43,322
Operating Costs	14,000	14,000
Total	\$208,898	\$246,058
<u>Contracted Service Cost</u>	<u>172,000</u>	<u>172,000</u>
<u>Estimated Savings</u>	<u>\$36,898</u>	<u>\$74,058</u>

- Comments:**
1. The Real Estate Department reports that this service was originally contracted out in 1991.
 2. According to Mr. Steve Alms of the Real Estate Department, the Contracted Service Cost used for the purpose of this analysis was the current contractor's initial estimate of providing janitorial services for Fiscal Year 1994-95.
 3. Mr. Alms reports that the City's current contract, which expires June 30, 1994, is with Ward Building Maintenance. He adds that the Real Estate Department expects to renew its contract with Ward Building Maintenance since they submitted the lowest bid for the 1994-1995 contract. Ward Building Maintenance is a certified MBE and provides health insurance to its employees.
 4. According to Mr. Alms, the building at 25 Van Ness Avenue is approximately two-thirds occupied by City offices and one-third by private sector offices. The City offices include the Health AIDS Office, Human Rights Commission, Parking and

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Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Department, and Tax Collector's Office.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

900-2: Charter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department Real Estate

For time Period 7/1/94-6/30/95

Contract Services Janitorial

- 1) Who performed services prior to contracting out?

Not Applicable. City purchased 25 Van Ness in November 1991. A private contractor provided janitorial services.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

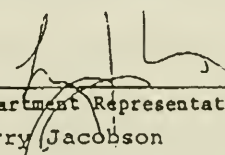
None.

- 5) How long have the services been contracted out?

2-1/2 years.

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes.



Department Representative
Larry Jacobson

Telephone: (415) 554-9863

Item 23 - File 65-94-14

Department: San Francisco Port

Item: Ordinance approving First Amendment to a Lease Agreement between Southwest Marine, Inc. (dba San Francisco Drydock, Inc.) and the City and County, operating by and through the San Francisco Port Commission for ship repair operations at Pier 70.

Agreement Amount: Approximately \$1,000,000 to be paid to the City by Southwest Marine, Inc.

Agreement Period: Retroactively from January 1, 1994 through December 16, 1997

Right of Renewal: No

Description: Section 3.581 of the City's Charter authorizes the Port Commission to enter into leases and franchises for the operation of property within the jurisdiction of the Port Commission.

Section 7.402-1 of the Charter authorizes the Board of Supervisors to review and approve by ordinance, the modification and amendment of a lease entered into by a department, board or commission for a period of time in excess of ten years or having anticipated revenue to the City of \$1 million or more.

The Port advises that Southwest Marine, Inc. (SWM) presently leases from the Port approximately 2,140,942 square feet of land, water and buildings at Pier 70, where it has conducted ship repair operations since 1987. The proposed ordinance would amend the existing 30-year lease (#L-11320) between the City and SWM by reducing the rent for the current lease for a period of four years as well as provide for other modifications (see Comment #4).

On June 14, 1994, the Port Commission approved the proposed lease amendment.

Comments: 1. The Port reports that under the current lease, which expires on December 17, 2017, SWM is obligated to pay rent of \$122,940 per month (\$100,000 in base rent plus \$22,940 in a

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cost of living adjustment effective as of December, 1992), or \$1,475,280 per year. Mr. Gerry Roybal of the Port advises that under the current lease agreement, adjustments for cost of living are made every five years and are based on the aggregate CPI increase for five years. Therefore, because the last cost of living adjustment was made in December 1992, the next cost of living adjustment would take place in December 1997.

2. According to the Port, in November of 1993, SWM announced its intent to close its operations at Pier 70 because of a significant reduction in its workload. Mr. Gerry Roybal of the Port reports that as a result of this announcement, the Port met with SWM to discuss the issue. SWM, according to the Port, contended that it was operating at a loss and that the existing lease with the Port, executed in 1987 under different market conditions, impeded its ability to compete for commercial work at other West Coast ports and foreign shipyards. In 1992, the Port's two ship repair tenants SWM and Service Engineering Company, produced \$78.9 million in sales. By year-end 1994, the Port advises that sales are projected to decline by approximately 37 percent to \$50 million. The closure of Alameda Naval Base, which provides U.S. Department of Defense work to SWM, in June of 1996 will further shrink sales. According to the Port, SWM anticipates an upturn in commercial revenues by 1997.

3. Mr. Roybal advises that the Port decided to negotiate with SWM in order to assist in reducing its operating overhead. Therefore, a lease restructuring was arranged by the Port and agreed to by SWM (see Comment #4 below). Mr. Roybal reports that it is in the City's best interest to retain SWM as a tenant at Pier 70 because it would be extremely difficult to lease the subject premises to another tenant. Mr. Roybal states that Pier 70 is designed specifically for ship repair work and that there is no chance of finding a new ship repair company to lease the subject premises because the industry is in decline and the capital needed to get started in the ship repair industry is intensive. If Pier 70 were to be used for other than ship repairing purposes, Mr. Roybal advises that the City would incur approximately \$100,000 in relocating two floating drydocks currently used by SWM for ship repair and maintenance and potentially more than \$1,000,000 in environmental and other clean up costs.

4. Mr. Roybal reports that the restructured lease arrangement would reduce SWM's leased premises from 2,140,942 square feet to approximately 1,406,783 square feet, a reduction of 734,159 square feet or 34.3 percent. The proposed lease

arrangement would reduce its annual base rental payments to the Port by 32.2 percent or \$475,280 per year, from \$1,475,280 to approximately \$1,000,000 (\$83,333 per month). The specific provisions of this amendment are as follows:

- Reduce the rent for Lease #11320 retroactively from January 1, 1994 through December 16, 1997 by \$475,280, from \$1,475,280 per year (\$122,940 per month) to approximately \$1,000,000 per year (\$83,333 per month);
- Waives the Port's right to collect the cost of living increase in the base rent, which went into effect on December 17, 1992, amounting to \$22,940 per month, or a total of \$275,280 per year;
- Requires SWM and the City, beginning on January 1, 1997, to renegotiate the monthly base rent. If no agreement is reached, SWM can terminate the lease upon 180 days' written notice on or after June 17, 1997. If SWM and the City fail to reach agreement on a new base rent and if SWM does not terminate the lease, then on December 17, 1997 the base rent would revert to that originally required by the lease, equaling \$100,000 per month in base rent plus the cost of living adjustment that would be effective December 17, 1997 under the terms of the original lease.
- Requires SWM to obtain all permits for, and to pay for, any dredging; and
- Waives the requirement that SWM obtain marine equipment and protection and indemnity insurance from January 1, 1994 through December 31, 1996, but holds SWM responsible to repair any damage.

5. According to Mr. Neil Sekhil of the City Attorney's Office, based upon an analysis conducted by the City's Risk Manager, the proposed ordinance provides sufficient protection for the City.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Item 24 - File 65-94-11

Department: Real Estate Department

Item: Ordinance authorizing and approving a negotiated lease with Michael Gharib (dba Twin Peaks Mobil) of certain City-owned land at the northeast corner of Portola Drive and Woodside Avenue, without competitive bidding, and providing for ratification of action previously taken.

Location: Northeast corner of Portola Drive and Woodside Avenue

Purpose of Lease: Operation of a gas station

Lessor: City and County of San Francisco

Lessee: Michael Gharib, dba Twin Peaks Mobil

**No. of Sq. Ft. and
Revenue/Month:**

Approximately 14,700 square feet. The proposed monthly rental for the first five years is the greater of either a base rent of \$3,000 (\$0.204 per square foot) or \$0.0189 per gallon of gasoline delivered to the site per month. The base rent would increase in the sixth year to the greater of either \$4,000 (\$0.272 per square foot) or \$0.0283 per gallon of gasoline delivered to the site per month. The Real Estate Department estimates that approximately 80,000 gallons of gasoline would be delivered to the site per month. At the proposed rate of \$0.0189 per gallon per month in the first five years and \$0.0283 in the second five years of the proposed lease, the base rents of \$3,000 and \$4,000 per month, respectively, would still be greater than the revenues generated by the number of gallons of gasoline delivered to the site per month (\$1,512 per month in the first five years and \$2,264 in the second five years).

In addition, the rent would be subject to annual CPI increases of no less than three percent and no more than six percent annually, starting in the sixth year.

**Annual Revenue
to City:**

A minimum of \$36,000 per year in the first five years, increasing to a minimum of \$49,440 per year (including a three percent CPI adjustment of \$1,440) in the sixth year.

% Increase

Previous Lease:

The proposed lease would provide a minimum of \$36,000 in annual revenues to the City, an increase of approximately 25.6 percent over the existing lease, which has provided the

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City with average revenues of \$28,667 per year during 1992 and 1993.

Term of Lease: August 1, 1994 through June 30, 2004 (Nine years, eleven months)

Right of Renewal: One five-year option to extend the proposed lease, subject to one-year option notice.

Description: The proposed lessee, Michael Gharib, has operated a gas station for British Petroleum (BP) and Mobil at this site on the northeast corner of Portola Drive and Woodside Avenue for eight years. The existing lease with BP was scheduled to expire on June 30, 1994 but has been extended to July 31, 1994. As such, the proposed lease would commence on August 1, 1994 rather than July 1, 1994 (See Comment No. 2).

The Real Estate Department recommends approval of the proposed, negotiated lease, rather than one awarded through the competitive bid process, for the following reasons:

- Under the existing lease, the City requires BP to remove underground tanks from the site, which would make it impracticable to lease the site as a gas station or for any other use upon the expiration of the existing lease. According to the Real Estate Department, this is because once the tanks were removed, the site would be vacant and would therefore have limited use unless commercially developed, which would require a capital outlay by the City or tenant. However, BP has agreed to transfer the tanks to the current station operator and proposed lessee, Michael Gharib, so that the site may continue to be used for a gas station.
- Under the terms of the proposed lease, the lessee, Michael Gharib, would upgrade the underground tanks by June 9, 1998 in accordance with all applicable environmental laws and would immediately remodel the site to improve the gas station's sales, at the proposed lessee's sole expense of approximately \$200,000, upon approval of the proposed lease. The ten year term of the proposed lease would allow the lessee to amortize such improvements.

According to the Real Estate Department, the tenant improvements would permit the delivery of approximately 160,000 gallons of gasoline per month to

the site. This would increase the City's revenues to \$3,024 per month, or 1.0 percent greater than the base rent of \$3,000 per month, during the first five years of the proposed lease, and to \$4,528 per month, or 13.2 percent greater than the base rent of \$4,000 per month, during the second five years of the proposed lease. The annual revenue to the City of \$36,288 for the first five years would be 26.6 percent greater than the average annual revenue of \$28,667 that the City received during 1992 and 1993, and the annual revenue of \$54,336 during the second five years would be 89.5 percent greater than the average of \$28,667 per year. The Real Estate Department estimates that the tenant improvements will be completed within the first three months of the commencement date of the proposed lease, or by November 1, 1994.

- Auto service stations are scarce in the vicinity of the proposed site at Portola Drive and Woodside Avenue, and no other gas station operators interested in operating the gas station at the proposed site have been identified. Furthermore, the Real Estate Department has received letters from the Miraloma Park Improvement Club and the Midtown Homeowners Association that support the proposed lease with Michael Gharib, given the scarcity of auto service stations in the area.

Comments:

1. The proposed lessee, Michael Gharib would be responsible for paying for all utilities furnished to the site.
2. Because the proposed lease will not commence until August 1, 1994, the proposed ordinance should be amended to eliminate the provision for ratification of action previously taken.

Recommendation:

1. Amend the proposed ordinance by deleting the provision for ratification of action previously taken.
2. Approve the proposed ordinance, as amended.

Item 25 - File 65-94-12

Department: Real Estate Department

Item: Ordinance authorizing and approving the renewal of a lease in City-owned property at 25 Van Ness Avenue to the San Francisco AIDS Foundation.

Location: 25 Van Ness Avenue, portions of floors 3, 6 and 7.

Purpose of Lease: General office use and related conference activities.

Lessor: City and County of San Francisco

No. of Sq. Ft. and Cost/Month: 17,663 square feet, \$24,728.20 per month (or \$1.40 per square foot per month).

Annual Income: \$296,738

% Decrease over 1993-94: 6.66% decrease

Utilities and Janitor

Provided by Lessor: The City will provide "reasonable amounts of electricity, water and scavenger services".

Comments:

1. This lease is for an eight month term from August 1, 1994 through March 31, 1995. The San Francisco AIDS Foundation has the option to extend the term through either August 31, 1995 or August 31, 1996 at the same rental rate. According to Mr. Larry Jacobson of the Real Estate Department, the eight month time period was chosen as a mutually convenient date at which time the SF AIDS Foundation can reevaluate its space requirements. If at that time they chose to relocate to a larger facility, the City will arrange for other City tenants to move into the vacated office space.

2. The San Francisco AIDS Foundation has been paying above market value rent under the terms of the existing lease. The SF AIDS Foundation entered into a five year lease in 1989 with the prior owner of the building, which included an annual rent increase. The current rent is \$26,494 per month or \$1.50 per square foot per month. According to Mr. Larry Jacobson of the Real Estate Department, the fair market value for office space in the Civic Center area of San Francisco is currently \$1.40 per square foot per month.

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Recommendation: Approve the proposed ordinance.

Item 26 - File 65-94-13

Department: Real Estate Department
Department of Public Works (DPW)

Item: Ordinance authorizing the State of California Department of Transportation to use City-owned property; and to adopt findings pursuant to City Planning Code Section 101.1.

Location: Parking lot at 2627 Army Street (Army Street and Bayshore Boulevard)

Purpose of Agreement: To use a portion of the parking lot as a construction staging area to seismically retrofit the adjoining Route 101 Freeway.

No. of Sq. Ft. : Approximately 3,427 square feet

Amount: \$15,600

Agreement Term: Upon approval of this proposed ordinance through December 31, 1995.

Right of Renewal: No

Description: The proposed ordinance would authorize the City to enter into a "Permit To Enter and Use Property" (Permit) with the State of California Department of Transportation (Caltrans), upon payment by Caltrans of a Permit fee.

According to the Real Estate Department, Caltrans has requested to use approximately 3,427 square feet of the Department of Public Work's (DPW) employee parking lot at Army Street and Bayshore Boulevard as a construction staging area to seismically retrofit the adjoining Route 101 Freeway until December 31, 1995.

Comments:

1. The Real Estate Department reports that Caltrans has agreed to pay the City a one-time, non-refundable permit fee in the amount of \$15,600, which, according to the Real Estate Department, represents a fair rental for use of the subject property. Mr. Larry Ritter of the Real Estate Department advises that Caltrans has not yet paid the \$15,600, but would do so upon approval of the proposed ordinance.
2. According to the Department of City Planning, in its letter dated June 6, 1994, the proposed use is in conformity with the Master Plan and is consistent with the eight priority policies of Planning Code Section 101.1.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 7, 1994 Government Efficiency and Labor Committee Meeting

3. Mr. Scott Shoaf of the DPW advises that although Caltrans would use a portion of its employee parking lot at this location, there should be no significant impact or inconvenience on employee parking.

Recommendation: Approve the proposed resolution.

Item 27 - File 64-94-10

Departments: Real Estate Department
City Attorney

Item: Resolution authorizing a new lease of real property at Fox Plaza, 1390 Market Street, for the relocation of the City Attorney currently located at City Hall.

Location: Fox Plaza, 1390 Market Street

Purpose of Lease: Relocation of the City Attorney's Office to allow for the seismic retrofitting of City Hall

Lessor: CALFOX, Inc.

No. of Sq. Ft. and Cost/Month: Approximately 15,820 square feet at approximately \$1.19 per square foot per month, for an average cost of \$18,882 per month. The City Attorney would pay approximately \$463,000 in advance, which is equal to 68 percent of the total lease payment. 24.5 months is 68 percent of the total lease period of 36 months. (See Comment 1.)

The City Attorney would thereafter pay a monthly payment of \$6,021 (\$72,252 per year) for 36 months (total rent for 36 months of \$679,756 less prepaid rent of 24.5 months of \$463,000 divided by 36 months).

Annual Cost: First year: \$535,252 (\$463,000 prepaid rent plus \$36,126 for one-half year rent)
Second and Third Years: \$72,252 each

Cost for the Entire Three Year Lease Term: \$679,756

Utilities and Janitor Provided by Lessor: The City would pay metered electricity costs separately, at an estimated cost of \$6,300 per year, based on existing usage per square foot at Fox Plaza.

All other utilities and janitorial services provided by lessor.

Term of Lease: The proposed lease would commence after the landlord substantially completes tenant improvements, estimated to cost \$300,000 (see Attachment) and would terminate three years later. The landlord is expected to complete the tenant improvements January 1, 1995. In that case, the lease

BOARD OF SUPERVISORS
BUDGET ANALYST

would terminate December 31, 1997. All of these tenant improvement costs would be paid by the lessor.

Right of Renewal: The City would have two alternate options to renew the lease. The first alternative would provide two six month options to renew. The second alternative would provide for one option to renew through December 31, 2000 (an estimated three additional years). If the lease is renewed through December 31, 2000, the City would have the additional option of terminating the lease for Suite 1010, Fox Plaza, which is currently occupied by the City Attorney.

Source of Funds: Seismic Safety Bond Funds: \$463,000 initial payment, plus six months rent at \$6,021, or \$36,126, for FY 1994-95, for a total cost of \$499,126

General Fund: \$6,021 monthly cost (\$72,252 per year), beginning in FY 1995-96

Description: The Board of Supervisors previously approved Resolutions 253-94, 254-94 and 264-94, which authorized the relocation of City Hall departments due to the impending retrofit of City Hall. In order to retrofit City Hall, all occupants must move to alternative space. Based on the estimated requirements of departments occupying City Hall, Resolution 264-94 authorized a total of approximately \$4.5 million to support the occupancy costs for City Hall occupants moving to the Veterans Building, including the City Attorney.

The City Attorney currently occupies 15,610 square feet in City Hall, including the law library. When Resolution 264-94 was approved, the City Attorney estimated that its City Hall offices could be condensed to a 10,000 square foot space in the Veterans Building. The cost of this relocation was estimated to be \$632,000. According to the City Attorney, upon further development of the architectural plans, it became apparent that the City Hall offices could not, in fact, be condensed to a 10,000 square foot space in the Veterans Building. Instead, the Office would require the entire amount of space (15,610 square feet) as it currently occupies.

As noted above, the total cost of the proposed lease for 36 months is \$679,756. Of this amount, an initial payment of \$463,000, as well as a half year's rent, at \$36,126, would be paid from 1990 Earthquake Safety Bond Funds. The City would begin to pay the monthly cost of \$6,021 in July, 1995, until the termination of the lease on December 31, 1997.

BOARD OF SUPERVISORS
BUDGET ANALYST

The total cost to the General Fund would be \$180,630. (See Comment 7.)

Comments:

1. According to a letter from the Department of Real Estate (see Attachment), a number of alternatives to this proposed lease were investigated, such as moving the City Attorney to 875 Stevenson, or splitting the City Attorney into more than one space. (No space is available in the City-owned building at 25 Van Ness.) The lease at 875 Stevenson, previously approved by the Board of Supervisors, costs \$1.24 per square foot per month, compared with \$1.19 per square foot, or 5¢ less, for the proposed lease at Fox Plaza. If this proposed lease is approved, the Department of Real Estate would be able to rent less space at the higher-cost building of 875 Stevenson, the Real Estate Department advises. Therefore, according to the Real Estate Department, approval of the proposed lease would result in savings equal to \$9,492 per year (5¢ per square foot per month savings times 15,820 square feet times 12 months.)

2. The reason the City Attorney would make an initial payment of \$463,000 is that the landlord offered below-market rental rate and substantial landlord-provided tenant improvements in exchange for an initial lump sum payment, according to a letter from the Real Estate Department (see Attachment).

3. The seismic retrofitting of City Hall is scheduled to begin in January, 1995 and end approximately 33 months later, according to Mr. Steve Nelson of the CAO's Office. City departments occupying space at City Hall must locate alternative space for that time period. If the vacation of City Hall does not begin on schedule, the start of the proposed lease can be delayed up to two months, to March 1, 1995.

4. According to a letter from the Real Estate Department (see Attachment), the lease cost of approximately \$1.19 per square foot per month represents a below fair market value for the space at Fox Plaza.

5. The Department of Real Estate advises that the City uses a standard of approximately 200 square feet per employee on average. The City Attorney has 178 paid employees, including attorneys, support staff, and paralegals, as well as 55 pro bono attorneys, law students, and paralegals. The proposed new lease would establish an average square foot per employee of approximately 197, which is within the

BOARD OF SUPERVISORS
BUDGET ANALYST

standard established by the Department of Real Estate, and below the standard established for attorney space.

6. In addition to the rent, moving costs, costs for telephone hook-up and computer wiring are estimated at \$132,874 and would be paid from 1990 Earthquake Safety Bonds Funds.

7. The Board of Supervisors previously approved a resolution (Resolution 264-94) appropriating \$632,000 for the City Attorney in FY 1994-95, to be paid from Seismic Safety Bond Funds. The FY 1994-95 costs, including the \$132,874 in moving and related costs, the \$463,000 initial payment, and the \$36,126 in half year rent, is equal to this \$632,000 appropriation for FY 1993-94. This \$632,000 represents the total amount of bond funds available for this purpose. As such, the remaining costs for 2.5 years of rent, at \$180,630, would be paid for by General Fund monies.

Recommendation:

Approval of the proposed resolution, which would require (1) an annual General Fund expenditure of \$72,252 for two-and-a-half years and (2) the City to make an initial lump sum payment of \$463,000 in bond fund monies in exchange for a below-market rental rate and landlord-provided tenant improvements, is a policy matter for the Board of Supervisors.

City and County of San Francisco

Real Estate Department

Office of the
Director of Property

July 1, 1994

Proposed Lease
City Attorney
Fox Plaza, 5th FloorMr. Harvey Rose
Budget Analyst
1390 Market Street, 10th Floor
San Francisco, CA 94102

Dear Mr. Rose:

In response to your request for additional information pertaining to the subject lease, the reason the City would make an initial payment of \$463,000 is that the landlord offered a below-market rental rate and substantial landlord-provided tenant improvements in exchange for an initial lump sum payment.

It is our opinion that the lease cost of approximately \$1.19 per square foot per month represents a below fair market value for the space at Fox Plaza. It should also be noted that the ERD lease at \$1.31 psf and the 1993 City Attorney lease average at \$1.32 psf substantially exceeds the proposed lease rate.

The landlord has informed us that his total cost for improvements is approximately \$300,000. These improvements include completion of construction items; such as, interior walls and doors, mechanical and electrical work, carpeting and painting, wire pulling, architectural and permit fees.

Also, a number of alternatives to this proposed lease were investigated, such as moving the City Attorney to 875 Stevenson, or splitting the City attorney into more than one space. (No space is available in the City-owned building at 25 Van Ness.) The lease at 875 Stevenson, previously approved by the Board of Supervisors, costs \$1.24 per square foot per month, compared with \$1.19 per square foot, or 5¢ less, for the proposed lease at Fox Plaza. If this proposed lease is approved, the Department of Real Estate would be able to rent less space at the higher-cost building of 875 Stevenson. Approval of the proposed lease would result in savings equal to \$9,492 per year (5¢ per square foot per month savings x 15,820 square feet x 12 months.) in rent plus additional savings in tenant improvement costs.

Please contact Charlie Dunn of our office at 554-9861 if you have any additional questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Steve Legnito".
for Anthony J. DeLucchi
Director of PropertyAttachment
CD:k b A:\CA\Att.Ltr

Item 28 - File 64-94-11

Departments: Real Estate Department
Police Commission's Office of Citizen Complaints (OCC)

Item: Resolution authorizing a new lease of real property at 760 Harrison Street for the Police Commission's Office of Citizen Complaints.

Location: 760 Harrison Street, Ground Floor

Purpose of Lease: Office and storage space for the Police Commission's Office of Citizen Complaints (OCC).

Lessor: Raja T. Magaswezan

No. of Sq. Ft. and Cost/Month: Approximately 5,800 square feet at \$1.08 per square foot or \$6,264 per month. Six on-site parking spaces, to which four Police vehicles and two OCC employees' cars would be assigned, are included in the rent.

Annual Cost: \$75,168 per year during the initial five-year term of the lease, in addition to pass-throughs for increases in certain operating expenses during FY 1994-95.

Utilities and Janitor Provided by Lessor: Yes

Term of Lease: The proposed lease would commence the date on which the landlord satisfactorily completes the required leasehold improvements or the date on which the Board of Supervisors approves the proposed lease, whichever occurs later, and would expire on June 30, 1999 (approximately five years).

Right of Renewal: The City would have the option to extend the term for an additional period of five years at 95 percent of the fair market rent. The Real Estate Department advises that the fair market rent would be determined through mutual negotiations between the City and the lessor.

Source of Funds: General Fund. Included in the Mayor's recommended FY 1994-95 budget for the Police Department.

Description: The Police Commission's Office of Citizen Complaints (OCC) receives and investigates complaints against members of the Police Department and prosecutes cases

BOARD OF SUPERVISORS
BUDGET ANALYST

sustained by the OCC before the Chief of Police or the Police Commission.

The OCC currently occupies approximately 2,890 square feet of space at 555 Seventh Street for \$1.99 per square foot, or a General Fund cost of \$69,000 annually. The existing lease provides space for 19 full-time employees. The OCC shares the 555 Seventh Street building with the Sheriff's Department and the Public Defender's Office.

The Real Estate Department advises that upon the OCC's relocation to 760 Harrison Street, the Sheriff's Department would take over the OCC's current space at 555 Seventh Street. The Sheriff's Department advises that it needs the additional space at 555 Seventh Street for the Office of Prisoner Legal Services, which must vacate its current space at 245 Harriett Street because the building is being sold, and for the Capital Improvements Office, whose existing space at 505 Seventh Street is overcrowded.

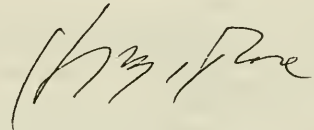
According to Ms. Barbara Attard of the OCC, the OCC's current space at 555 Seventh Street is grossly inadequate for the purposes of the OCC because it is overcrowded and has open cubicles rather than private offices, thereby prohibiting OCC employees from conducting confidential interviews in person or by telephone. In addition, Ms. Attard advises that there are no rooms at 555 Seventh Street that are large enough to conduct hearings. Ms. Attard advises that the space at 760 Harrison Street, which would also house 19 full-time employees, is needed in order to permit efficient and confidential investigations. The space at 760 Harrison Street would provide private interview rooms and facilities for OCC hearings and would be used to store highly confidential documents. Attached is a letter from the OCC justifying the need for additional space.

Comment:

Ms. Attard advises that the OCC currently pays an additional \$1,200 per year for the storage of confidential files. Thus, the total cost of the existing lease at 555 Seventh Street is \$70,200 per year (\$69,000 plus \$1,200). The proposed lease at the 760 Harrison Street location, at an annual cost of \$75,168, is \$4,968 or 7.1 percent more than the cost of the existing 555 Seventh Street lease for \$70,200, because of the additional 2,910 square feet (5,800 sq. ft. less 2,890 sq. ft.) that would be provided at the proposed 760 Harrison Street location. However, the cost per square foot of \$1.08 at the proposed 760 Harrison Street location is \$0.94 or 46.5 percent less than the cost per

square foot on the existing lease at 555 Seventh Street, which is \$2.02 per square foot (including storage costs). According to the Real Estate Department, the cost per square foot is lower at the proposed 760 Harrison Street location because, due to market conditions, real estate rents have declined since the existing lease at 555 Seventh Street was negotiated.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

THE POLICE COMMISSION

OFFICE OF CITIZEN COMPLAINTS

CITY AND COUNTY OF SAN FRANCISCO



July 1, 1994

ALFREDA DAVIS PORTER
DIRECTOR

Ms. Karen Kegg
Harvey M. Rose Accountancy Corporation
1390 Market Street
San Francisco, CA

555 SEVENTH STREET
ROOM 252
SAN FRANCISCO
CALIFORNIA
94103-4732
FAX: (415) 553-1192
(415) 553-1407

Dear Ms. Kegg:

The Office of Citizen Complaints (OCC) is requesting approval of a lease of 5800 square feet of office space at 760 Harrison Street. The current office space which houses the OCC is overcrowded and the layout impedes the efficient functioning of the office. OCC interview rooms are dangerously small and traffic patterns in the office make confidentiality of interviews difficult to maintain. In acknowledgement of these problems, the OCC was allocated \$30,000 in FY 1993-94 for the specific purpose of office relocation.

Justification of the Relocation of OCC

The OCC receives an average of 1100 complaints per year. Each complaint requires at least one interview with the complainant, as well as interviews with secondary complainants and witnesses (an average of three per case.) Additionally, approximately 1000 officer interviews are conducted each year. The officer interviews and approximately 1500 complainant and witness interviews are conducted in person at the OCC office—approximately ten per day.

Presently, interviews are conducted in one interview room and in the OCC conference room. The interview room at the OCC is 5'x7 1/2', which is too small for interviews requiring more than two persons (officers or complainants with attorneys) or interviews in which investigators need to have some space between him or her and the person being interviewed. (The interview room was determined to be dangerously small by crisis intervention trainers who did an in-service training at OCC.) Therefore, approximately half of the interviews (1250) must be conducted in the OCC conference room which is not always available.

By necessity, the OCC conference room serves many purposes. It is used for all document printing, case assembly (investigators cubicle areas are too small to assemble case reports,) meetings, hearings, lunches, and as a library. Thus, when the room needs

Ms. Karen Kegg
July 1, 1994
Page 2

to be cleared for interviews, many other OCC employees must be displaced. OCC conducts approximately one investigative hearing per month and is in the process of developing a mediation program. The conference room in the current OCC office is too small to accommodate these hearings, which are an integral part of the OCC process. The conference room at 760 Harrison will be large enough to hold hearings.

Investigations of citizen complaints are sensitive and are protected regarding confidentiality through the California Penal Code. The current OCC office houses investigators in open cubicles, which is not conducive to conducting confidential investigations. The noise level in the office resulting from constant phone contacts and interviews is quite loud and distracting and results in poor quality interview tapes. Additionally, the space for investigators is not separate from the secretarial pool and the reception area, which exacerbates both the confidentiality and the noise problems. Confidential offices for the investigative staff are a necessity.

The current space for the clerical pool is overcrowded and can hold only three of the four clerks in the office. One clerk's desk is in a back corridor of the office behind the supply cabinet, and she must move if a staff member needs to enter the file vault. The area for the clerical pool must be much larger than that in the present space to enable efficient functioning of the office.

It is necessary for OCC to store extensive records of investigations and make them available for court ordered discovery requests. Currently, records are stored off site. While the cost of off site storage is not great, the process of recalling the documents for legal requests is cumbersome and expensive in terms of staff time. The proposed relocation site has an adequate storage area to handle all of the document storage needs of the office.

760 Harrison Street

Finding a suitable relocation site for the OCC has been an ongoing project for approximately four years. Space at 760 Harrison Street is desirable because of the layout of the office, the easy accessibility of public transportation, the close proximity to the Hall of Justice, and the excellent negotiated price of the space. The OCC will be gaining approximately twice as much space and spending very few additional dollars. As described above, the current office space impedes the efficient functioning of the agency.

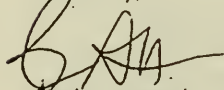
Ms. Karen Kegg
July 1, 1994
Page 3

With owner-financed tenant improvements, the space at 760 Harrison Street will provide:

- 1) Confidential work space for the investigative and administrative staff
- 2) Adequate interview rooms and space for all personnel
- 3) A large conference room which will accomodate on-site hearings and staff meetings
- 4) Ample file storage space which will enable accessibility to all needed records
- 5) A small kitchen/lunch room for staff
- 6) Full ADA compliance

Please call me if I can be of assistance or if you have further questions.

Sincerely,



Barbara Attard
Senior Investigator

enclosure

SHEET NO.

EXISTING FLOOR REMAIN

EXISTING PA. TO BE REM.

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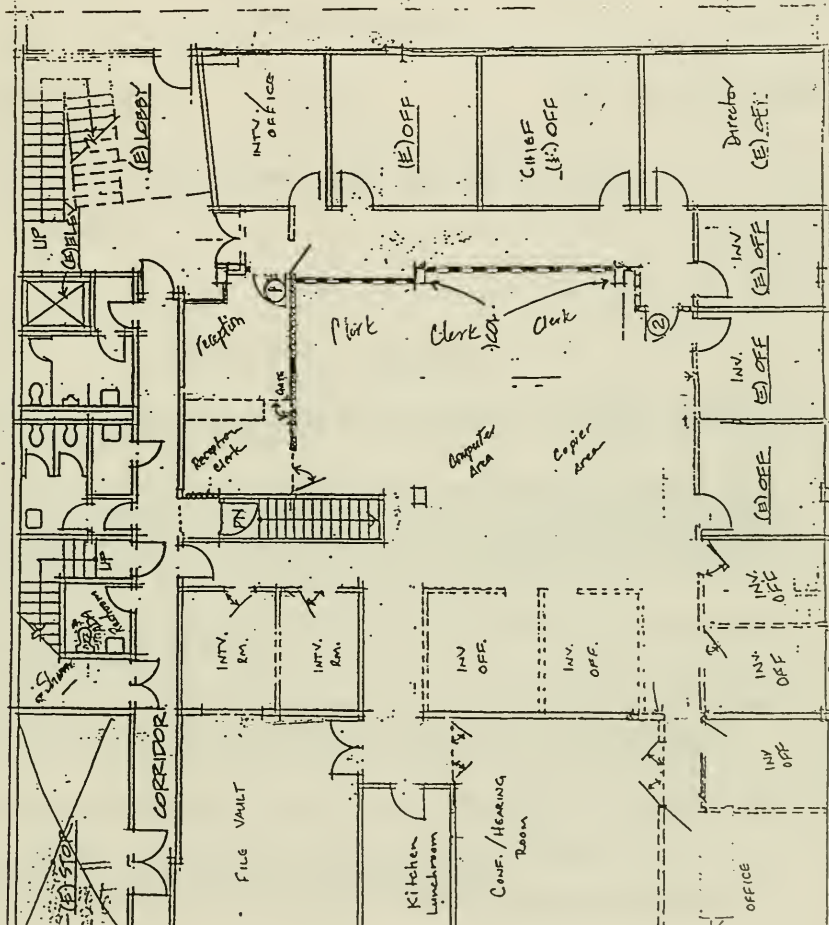
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AS NOTED

TENANT IMPROVEMENT
TED HARRISON
SAN FRANCISCO

PROJECT 1972



ROUND FLOOR PLAN 1/2" = 1'-0"

231
7/94

CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
JUL 19 1994
SAN FRANCISCO
PUBLIC LIBRARY

REGULAR MEETING

TUESDAY, JULY 19, 1994

1:00 PM

Room 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.

- a. File 61-94-4. [Contract Award Extension] Resolution granting extension of time for awarding Water Department Contract No. WD-2151, 8-Inch Ductile Iron Main Installation in Sutter Street between Larkin and Webster Streets. (Public Utilities Commission)

ACTION:

- b. File 172-94-24. [Mutual Aid Agreement, Hetch Hetchy Water & Power] Resolution authorizing the General Manager of Hetch Hetchy Water & Power to join a mutual aid agreement whereby party members help each other in emergency situations. (Public Utilities Commission)
(Consideration continued from 7/7/94)

ACTION:

- c. File 38-94-11. [Gift Acceptance, Ikebana Int'l/Strybing Arboretum] Resolution accepting two gifts valued at \$102,059.40 for use by the Recreation and Park Department. (Supervisor Alioto)

ACTION:

- d. File 132-94-1. [Grant - California Arts Council for FY 94-95] Resolution authorizing the Art Commission to apply for, accept and expend \$30,000 of California Arts Council funds which provides a network to artists to facilitate live/work space, a for community arts and education, which provides granting, art education development for programming, technical assistance and publications and resources to community organizations. Arthur Manager and Arts Education Coordinator are the positions for which partial funding is being requested; two percent indirect costs will be included. (Supervisor Alioto)

ACTION:

- e. File 143-94-3. [Grant/Suppression of Drug Abuse in Schools Program] Resolution authorizing the Chief of Police of San Francisco to apply for, accept and expend funds of \$100,000, which include indirect costs of \$6,000, based on 5% of the total grant award, for new funding for a project entitled "Suppression of Drug Abuse in the Schools Program" and agreeing to provide 20% cash match of \$20,000. (Police)

ACTION:

- f. File 143-94-4. [Grant/California Gang Violence Suppression Program] Resolution authorizing the Chief of Police of San Francisco to apply for, accept and expend funds of \$100,000, which include indirect costs of \$5,000, based on 5% of the total grant award, for new funding for a project entitled "California Gang Violence Suppression Program". (Police)

ACTION:

- g. File 143-94-5. [Grant/Anti-Drug Abuse Enforcement Program] Resolution authorizing the Chief of Police of San Francisco to apply for, retroactively, accept and expend funds of \$133,948, which include indirect costs of \$6,697, based on 5% of the total grant award, for continual funding for a project entitled "Anti-Drug Abuse Enforcement Program". (Police)

ACTION:

- h. File 143-94-6. [Grant/Crime Prevention Expansion/Mission Corridor] Resolution authorizing the Chief of Police of San Francisco to apply for, accept and expend funds of \$164,175, which include indirect costs of \$10,260, based on approximately 5% of the total project cost less equipment, for continuation funding for a project entitled "Crime Prevention Expansion Project: "Mission Corridor" and agreeing to provide a 20% cash match of \$41,044. (Police)

ACTION:

- i. File 146-94-16. [Grant - State, Adolescent Nutrition & Fitness] Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for, accept and expend a grant of \$10,000, which includes indirect costs of \$1,250, based on 12.5% of direct costs from California Adolescent Nutrition and Fitness Program, for planning a program of action for adolescent nutrition and fitness in the Southeast area of San Francisco. (Supervisor Alioto)

ACTION:

- j. File 146-94-17. [Grant - State, Legalized Indigent Medical Services] Resolution authorizing the Department of Public Health, Central Administration, to accept and expend the FY 1993-94 allocation of up to \$750,000, which includes indirect costs of approximately 20% of personnel costs, from the State Department of Health Services for Legalized Indigent Medical Assistance (LIMA) funds under the Immigration Reform and Control Act (IRCA); providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- k. File 147-94-5. [Grant - State, Chronic/Terminal Illness] Resolution authorizing the San Francisco Public Library to apply for an amount not to exceed \$150,000 in funds available through the California State Library from Title I of the (Federal) Library Services and Construction Act for providing volunteer-based library services for homebound chronically and terminally ill San Franciscans for FY 1994/1995; indirect costs are included in these funds. (Supervisor Alioto)

ACTION:

1. File 152-94-2. [Grant - State, Drug Abatement Project] Resolution authorizing retroactively the Sheriff or the City and County of San Francisco to apply for, accept, and expend funds of \$54,900, which include indirect costs of \$2,543, based on 5% of the project costs less audit expenses, made available through the Office of Criminal Justice Planning for a project entitled "San Francisco Sheriff's Drug Abatement Project." (Sheriff)

ACTION:

- m. File 144-93-3.2. [Release of Reserved Funds] Hearing requesting release of reserved funds, Port of San Francisco, in the amount of \$249,798, for environmental consulting services for the historic renovation of the Ferry Building. (Port)

ACTION:

- n. File 94-91-10.5. [Release of Reserved Funds] Hearing requesting release of reserved funds, PUC, in the amount of \$296,061 to complete project implementation activities of the Market Street Transit Thoroughfare. (Public Utilities Commission)

ACTION:

REGULAR CALENDAR

2. File 27-94-12. [Airport, Lease Modification, United Air Lines, Inc.] Ordinance approving Modification No. 2 Land Lease No. 73-006 between United Air Lines, Inc. and the City and County of San Francisco, acting by and through its Airports Commission. (Airport Commission)

ACTION:

3. File 25-94-23. [Contract Out, Victim Witness Services] Resolution concurring with Controller's certification that assistance to certain victims of crime and education in community anti-street violence can be practically performed for the District Attorney's Victim Witness Assistance Program by a private contract for lower cost than similar work services performed by City and County employees. (District Attorney)

ACTION:

4. File 39-94-6. [Grand Jury Report] Hearing to consider final report issued by the 1993-94 Grand Jury entitled "Recreation and Park Department Golf Course Management Report" issued April 5, 1994. (Grand Jury)

ACTION:

5. File 39-94-9. [Grand Jury Report] Hearing to consider final report issued by the 1993-94 Grand Jury entitled "Foster Care in San Francisco" issued May 27, 1994. (Grand Jury)

ACTION:

6. File 172-94-26. [Muni Railway Platform Maintenance Agreement] Resolution approving Transit Shelter and Joint Use Agreement between the City and the Board of Trustees of the California State University. (Public Utilities Commission)

ACTION:

7. File 47-94-8. [Moscone Center Garage, Management Agreement] Ordinance approving form of Moscone Center Garage Management Agreement and bid documents and authorizing Director of Property to request bids for management of Moscone Center Garage using those documents. (Real Estate Department)

ACTION:

8. File 64-94-12. [Lease of Real Property, 80 Charter Oak] Resolution authorizing a lease of real property at 80 Charter Oak, for the Department of Parking and Traffic. (Real Estate Department)

ACTION:

9. File 25-94-24. [Contract Out, Pretrial Diversion Program] Resolution approving Controller's certification that the Pretrial Diversion Program for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1994, than if work were performed by City and County employees. (Sheriff)

ACTION:

10. File 25-94-25. [Contract Out, Own Recognizance Project] Resolution approving the Controller's certification that the San Francisco "O.R." Project for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1994, than if work were performed by City and County employees. (Sheriff)

ACTION:

11. File 25-94-26. [Contract Out, Eviction Assistance Program] Resolution approving Controller's certification that the Eviction Assistance Program for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1994, than if work were performed by City and County employees. (Sheriff)

ACTION:

12. File 25-94-27. [Contract Out, County Jail Food Service Management Operations] Resolution approving the Controller's certification that County Jail Food Service Management Operations for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1994, than if work were performed by City and County employees. (Sheriff)

ACTION:

13. File 107-94-4. [Cal-Learn Program, Dept. of Social Services] Resolution approving the plan of services for the Cal-Learn Program by the Department of Social Services. (Department of Social Services)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This Motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

14. File 45-94-41. [Settlement of litigation, Albert Walker] Ordinance authorizing settlement of litigation of Albert C. Walker against the City and County of San Francisco by payment of \$20,000. (Superior Court No. 954-877) (City Attorney)

ACTION:

15. File 45-94-42. [Settlement of litigation, Schultz vs. CCSF] Ordinance authorizing settlement of litigation of Schultz against the City and County of San Francisco by payment of \$70,000. (Supervisor Bierman)

ACTION:

16. File 45-94-43. [Settlement of litigation, Dawn Walker] Ordinance authorizing settlement of litigation of Dawn Walker against the City and County of San Francisco for \$77,500 and vocational rehabilitation benefits of \$23,680. (United States District Court No. C91-1190 SZ) (City Attorney)

ACTION:

17. File 45-94-44. [Settlement of litigation, Curtis Cox] Ordinance authorizing settlement of litigation of Curtis Cox against the City and County of San Francisco by payment of \$7,500. (Superior Court No. 943-486) (City Attorney)

ACTION:

18. File 46-94-9. [Settlement of Lawsuit, Patrick Yick] Ordinance authorizing settlement of Patrick Yick v. Bruce Collier, et al., upon receipt of the sum of \$37,500 and dismissal of complaint. (United States District Court No. C-92-05007 FMS) (City Attorney)

ACTION:

19. File 48-94-14. [Settlement of Claim, Raquel Picazzo] Resolution approving the settlement of the unlitigated claim of Raquel Picazzo by payment of \$20,500. (City Attorney)

ACTION:

20. File 48-94-15. [Claim Settlement, Patricia, Joanne & Diane Webster] Resolution approving the settlement of the unlitigated claim of Patricia, Joanne and Diane Webster by payment of \$7,500. (City Attorney)

ACTION:

21. File 48-94-16. [Settlement of Claim, Kathleen Ann Bowler] Resolution approving the settlement of the unlitigated claim of Kathleen Ann Bowler by payment of \$14,000. (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

D 4524

Bill Lynch
Documents Section
SF Public Library-Main Branch
Civic Center
San Francisco CA

OF SAN FRANCISCO: Jane Judson

DOCUMENTS DEPT.
JUL 19 1994
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TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: July 19, 1994 Government Efficiency and Labor Committee Meeting

Department: Public Utilities Commission (PUC)

Description: Section 6.1 of the San Francisco Administrative Code requires that the Board of Supervisors approve the extension of time to award a contract if the award of the contract is not made within 30 days of the acceptance of the bid, or within an additional 30 days (for a total of 60 days)) if required for implementation of affirmative action under Chapter 12B.

The proposed resolution would grant the PUC an extension of time for awarding San Francisco Water Department Contract Co. WD-2151. The contract work to be performed consists of replacing 3,940 feet of existing cast iron water mains, originally installed during the years 1867 to 1883.

Comments: 1. According to Mr. Carlos Jacobo of the PUC, the contract was not awarded within 60 days after the bids were received on February 15, 1994 because of delays in preparing the contract.

2. Mr. Jacobo reports that the PUC selected the lowest bidder, P & J Utility, for the award of the subject contract. A listing of the bids received is as follows:

<u>Company</u>	<u>Amount Bid</u>
P & J Utility Company	\$411,520
Uniache Construction Inc.	491,500
P & M Pipelines Inc.	495,310
E. Mitchell Inc.	528,510

All of the firms are local business enterprises (LBE) and one, the highest bidder, E. Mitchell is a minority business enterprise (MBE). Mr. Jacobo reports that P & J Utility, the selected contractor which submitted the low bid, is not a MBE/WBE firm but will subcontract 25.5 percent of the work to MBE firms. A listing of the subcontractors, their type of work and their subcontracting fees are as follows:

<u>Company</u>	<u>Type of Work</u>	<u>Subcontracting Fee</u>
Esquivel Paving	Concrete Paving	\$60,000
Vickers Concrete Sawing	Concrete Sawing	20,000
Jenkins Trucking	Trucking	<u>25,000</u>
Total		\$105,000

3. Mr. Jacobo reports that, subject to approval of this proposed resolution, Water Contract No. WD-2151 will be awarded to P & J Utility Company in the amount of \$411,520, to be funded out of Water Department revenues appropriated in the current budget. Mr. Jacobo advises that the contract work is anticipated to be completed within 168 working days from the date that the contract is awarded.

Recommendation: Approve the proposed resolution.

Item 1b - 172-94-24

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 7, 1994.

Department: Public Utilities Commission (PUC)

Item: Resolution authorizing the General Manager of Hetch Hetchy to join a mutual aid agreement with eight other California Cities and Counties whereby member agencies assist each other in emergency situations.

Description: Hetch Hetchy wishes to enter into a mutual aid agreement with the Cities of Alameda, Anaheim, Burbank, Glendale, Palo Alto, Pasadena, Santa Clara, and Trinity County for the maintenance and repair of electrical facilities in emergency situations. Such mutual aid agreements are authorized by the California Emergency Services Act, California Government Code Section 9550. On June 14, 1994 the Public Utilities Commission adopted Resolution 94-0162 requesting that the Board of Supervisors authorize the General Manager of Hetch Hetchy Water and Power to become an additional party in the mutual aid agreement with the aforementioned Cities and Counties.

Under the terms of the mutual aid agreement, one party may call upon any or all of the other party members in the event of an emergency, such as an earthquake or other natural disaster, for assistance in the form of personnel, equipment and materials. No party receiving a request for assistance (the "Responding Party") is obligated to provide any assistance or incur any liability for not complying with the request.

The party that requests assistance (the "Requesting Party") agrees to pay the Responding Party's total costs plus ten percent incurred as a result of providing assistance. In addition, the Requesting Party holds harmless and indemnifies the Responding Party against all claims or losses related to the Responding Party's provision of emergency aid.

Comments: 1. According to Mr. Lawrence Klein of Hetch Hetchy, the California Municipal Utilities Association initially formed this mutual aid agreement with the Cities of Alameda, Burbank, Glendale, Palo Alto, Pasadena, and Santa Clara in March, 1993. The City of Anaheim and Trinity County joined by December, 1993.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Hetch Hetchy has 135 miles of transmission lines, according to Mr. Klein, and in the event of a natural disaster Hetch Hetchy may need more than its two repair crews to manage such an emergency. Mr. Klein believes that participating in the mutual aid agreement would provide Hetch Hetchy with access to additional personnel, repairs and equipment more rapidly and at lower cost than if Hetch Hetchy were to contract services on an emergency basis.

3. According to Mr. Klein, Hetch Hetchy is in the process of bidding on a project to provide electrical power to the Presidio. Part of the bid process requires that Hetch Hetchy demonstrate its ability to obtain emergency assistance in the event of a disaster. Mr. Klein reported that participation in the mutual aid agreement would bolster Hetch Hetchy's qualifications in this area.

4. Mr. Klein reports that the Police Department and the Fire Department have participated in mutual aid agreements with other cities and counties for many years.

Recommendation: Approve the proposed resolution.

Item 1c - File 38-94-11

Department: Recreation and Park Department

Item: Resolution accepting two gifts valued at \$102,059.43 for use by the Recreation and Park Department.

Description: The proposed resolution would accept a gift of a new sound system for the Auditorium at the County Fair Building, valued at \$17,059.43, and a gift in place of a primitive garden at the Strybing Arboretum and the Botanical Gardens, valued at \$85,000, for a total value of \$102,059.43.

The public address (PA) system, valued at \$17,059.43, was donated to the Recreation and Park Department by the Ikebana Society, a garden club. The PA system was installed in the San Francisco County Fair Building in March, 1994. The Ikebana Society paid for both the PA system itself and for its installation in the County Fair Building.

The County Fair Building, located in Golden Gate Park, is rented by the Recreation and Park Department to a variety of groups for classes, meetings and social events. The County Fair Building already had an old PA system, and the new system donated by the Ikebana Society has been connected to the old PA system to augment it. The Recreation and Park Department will be responsible for any maintenance and repair costs needed to maintain the system.

The primitive garden, valued at \$85,000, is a gift in place donated by the Strybing Arboretum Society. The primitive garden has been designed and installed in the Strybing Arboretum and the Botanical Gardens in Golden Gate Park, and consists of a variety of species of primitive plants, plus a boardwalk through the garden. The Strybing Arboretum Society designed the garden, supplied a contractor, and put the plants in place. The Strybing Arboretum Society will also supply the Recreation and Parks department with a part-time intern who will be assigned to work with a City gardener to maintain the primitive garden. The garden was completed in the spring of 1994.

Comments: 1. Mr. Michael Morlin, Assistant Superintendent of Neighborhood Parks, Recreation and Parks Department, reports that any repair or maintenance costs for the new PA system in the County Fair Building would be minimal and can be absorbed in the Department's regular maintenance budget.

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BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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2. Mr. Morlin reports that prior to the installation of the primitive garden, there were other plants at this location in the Strybing Arboretum and Botanical Gardens. The City gardeners performed maintenance work on the previous plants, so the new garden will not present any increase in maintenance costs to the Recreation and Park Department. In addition, the Strybing Arboretum Society intern assigned to assisting the City gardener may help to offset maintenance costs.

Recommendation: Approve the proposed resolution.

Item 1d - File 132-94-1

Department: Art Commission

Item: Resolution authorizing the Art Commission to apply for, accept and expend a continuation grant of \$30,000 from the California Arts Council which would partially fund two positions, one Arthouse Manager and one Arts Education Coordinator. Two percent for indirect costs are included.

Grant Amount: \$30,000

Grant Period: July 1, 1994 to June 30, 1995

Source of Funds: California Arts Council (CAC) State-Local Partnership Program

Project: Partial funding of two existing full-time staff positions, ArtHouse Manager and Arts Education Coordinator.

Description: The proposed resolution would authorize the San Francisco Art Commission to apply for, accept and expend a grant that would partially fund two existing full-time staff positions, one at ArtHouse, a resource center for artists and organizations, and one at Community Arts and Education, a program that facilitates collaborations between artists and community organizations in order to expand arts education opportunities. ArtHouse is a joint venture project with the Art Commission and California Lawyers for the Arts, and Community Arts and Education is an Art Commission program. The San Francisco Art Commission has received this grant each year since 1988-89 to partially fund these two positions.

Budget: The table below provides the budget for both positions, and the grant and matching funds required for each position. This grant funds approximately 49% of the ArtHouse Program Associate position, and 33% of the Arts Education Officer position.

	Proposed CAC <u>Grant</u>	Art Commission <u>Match</u>	Total <u>Budget</u>
ArtHouse Program Associate	\$14,700	\$15,300	\$30,000
Arts Education Officer	14,700	29,320	44,020
Indirect Costs	<u>600</u>	<u>0</u>	<u>600</u>
TOTAL	\$30,000	\$44,620	\$74,620

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Required Match: \$44,620. The Art Commission provides these matching funds each year from its foundation and corporate contributions, its Public Art Fund (raised for the Art Commission by the San Francisco Art Commission / San Francisco Symphony's annual Pops Concert), and an annual contribution from California Lawyers for the Arts. These funds are currently in the Art Commission's 1994-95 budget.

Indirect Costs: \$600 (2% of \$30,000 grant)

Comments: 1. The deadline for the proposed grant application was January 1994. Ms. Sonia Gray at the Art Commission reports that the application has already been submitted. Therefore, the proposed resolution should be amended to authorize the Art Commission to apply for this proposed grant retroactively.

2. Ms. Gray reports that the Art Commission has received this CAC grant each year since 1988-89, and Ms. Gray anticipates that this grant will be approved for 1994-95. If this grant is not approved, however, the Art Commission and California Lawyers for the Arts are prepared to redirect current funds to support these positions.

3. Since July 1, 1994 the Art Commission has funded these two positions with the matching funds, since grant funds have not yet been received. To date there has been no expenditure against the grant funds.

4. Attached is a Grant Application Information Form, as completed by the Art Commission, for this proposed grant.

5. The Art Commission has prepared a Disability Access Checklist, which is on file with the Clerk of the Board.

Recommendation: 1. Amend the proposed resolution to authorize the Art Commission to apply for the proposed grant retroactively.
2. Approve the proposed resolution, as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Art Commission

Contact Person: Sonia Gray Telephone: 252-2596

Project Title: Arts Education and Live/Work Space for Artists

Grant Source: California Arts Council State-Local Partnership Program

Proposed (New / Continuation) Grant Project Summary:

To provide a network to artists to facilitate live/work space, and for Community Arts and Education, which provides granting, arts education program development, technical assistance and publication and resources to community organizations. ArtHouse Manager and Arts Education Coordinator are the positions for which partial funding is being requested.

Amount of Grant Funding Applied for: \$30,000

Maximum Funding Amount Available: \$30,000

Required Matching Funds: \$30,000

*CORPORATE CONTRIBUTIONS,
EARNED INCOME + Calif.
Lawyers for the ARTS*

Number of Positions Created and Funded: 2

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? N/A

Grant Application Information Form
Page 2

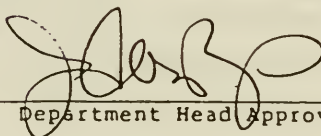
Term of Grant: FY 94-95

Date Department Notified of Available funds: June 1994

Application Due Date: January 24, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Please see attached



Department Head Approval

Item 1e - File 143-94-3

Department: Police Department

Item: Resolution authorizing the Chief of Police to apply for, accept and expend State funds in the amount of \$100,000, which includes indirect costs of \$6,000 based on five percent of the total grant award, for a project entitled "Suppression of Drug Abuse in the Schools Program" and agreeing to provide twenty percent cash match in the amount of \$20,000.

Grant Amount: \$100,000

Grant Period: September 1, 1994 through August 31, 1995

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: Suppression of Drug Abuse in the Schools Program

Description: The proposed grant funds would provide for the second year in State grant funding of the Suppression of Drug Abuse in the Schools Program. This Program would allow the Police Department to enhance both the Drug Education Program at the elementary school level and the Middle School Law Enforcement Program at the middle school level in targeted Enterprise Zone schools. The Enterprise Zone area includes Bayview Hunters Point/South Bayshore, Chinatown, the Haight Ashbury, the Mission, Mission Bay Project area, Potrero Hill, South of Market, the Tenderloin, and the Western Addition. At the elementary schools, Police Officers will present a curriculum pertaining to the issues of drugs and children to 4th and 5th grade students. At the middle school level, the department will target students in 13 middle schools. Police Officers selected for the program will work on an overtime basis, in addition to their regular shifts.

Budget:

Overtime

Q2 Patrol Officers (1,179 hrs @ \$37.27/hr)	\$43,941
Q50 Sergeants (369 hours @ \$43.20/hr)	15,941
Instructors (52 hours @ \$43.20/hr)	<u>2,246</u>

Subtotal Overtime	\$62,128
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Operating Expenses

Audit Costs*	\$1,200
Travel	1,500
Training materials	<u>1,053</u>

Subtotal Operating Expenses	3,753
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BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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Consultants

Knox Associates and Chinatown Youth Center
provide parent workshops in the schools \$48,119

Indirect Costs

5% of the total project cost 6,000

Total Project Cost \$120,000

*OCJP grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget audit costs.

Required Match: \$20,000 cash match which has been included in the Department's FY 1994-95 budget.

Indirect Costs: \$6,000 based on 5% of the total project cost of \$120,000

Comments: 1. The "Summary of Grant Request," as prepared by the Police Department is attached.

2. The Police department has completed a Disability Access Checklist which on file with the Clerk of the Board.

3. The deadline for the grant application was May 25, 1994. The Department reports that it has submitted its application, therefore, the proposed resolution should be amended to authorize the Department to apply for the proposed grant retroactively.

4. The title and body of the proposed legislation state that indirect costs in the amount of \$6,000 are based on five percent of the total grant award of \$100,000, but the indirect costs are actually based on the total project costs of \$120,000.

Recommendation: 1. Amend the proposed resolution to authorize the Department to apply for the proposed grant retroactively.

2. Amend the proposed resolution to reflect in the title and body of the proposed legislation that indirect costs in the amount of \$6,000 are based on 5 percent of the total project cost of \$120,000.

3. Approve the proposed resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Office of Criminal Justice Planning Division Section San Francisco Police Department
Attachment
Person Bruce F. Frediani, Sergeant
Address 1130 K Street, Suite 300
Sacramento, CA 95814
Telephone (415) 695-6921
Amount Requested \$100,000
Application Deadline May 25, 1994
Term: From 09/01/94 To 08/30/95
Notification Expected July 1994
Health Commission _____ Board of Supervisors: Finance Committee _____
Full Board _____

Item Description: Request to (apply for) (accept and expend) a ~~(xxx)~~ (continuation) ~~(xxx)~~ (supplement) grant in the amount of \$100,000 from the period of 09/01/94 to 08/30/95 to provide suppression of drug activity in schools services.

Summary: (Concise history, need statement, number & groups served, services and providers)

this program offers prevention, intervention, and suppression services to the targeted 17 elementary and 13 middle schools. Officers will be present on each of the 30 school campuses to instruct, monitor and suppress activities related to the issues of drugs and children. Workshops will be provided for parents and youth. Training will be conducted for school personnel.

Outcomes/Objectives:

to decrease the number of drug arrests on or around the targeted school campuses, to increase student, parent, faculty awareness of the hazards of drug use.

Effects of Reduction or Termination of These Funds:

Drug use will continue unabated in the schools targeted and in the areas surrounding them.

Financial Information:

	<u>Col. A</u> <u>Two Year Ago</u>	<u>Col. B</u> <u>Past Year/Orig.</u>	<u>Col. C</u> <u>Proposed</u>	<u>Col. D</u> <u>Change</u>	<u>Req. Match</u>	<u>Approved by</u>
<u>Grant Amount</u>		<u>100,000</u>	<u>100,000</u>		<u>20,000</u>	
<u>Personnel</u>		<u>47,380</u>	<u>51,753</u>		<u>10,335</u>	
<u>Equipment</u>		<u>0</u>	<u>0</u>		<u>0</u>	
<u>Contract Svc.</u>		<u>43,247</u>	<u>40,083</u>		<u>9,645</u>	
<u>Mt. & Supp.</u>		<u>2,076</u>	<u>917</u>			
<u>Fees/Utilities/Space</u>						
<u>Travel</u>						
<u>Indirect Costs</u>		<u>7,297</u>	<u>7,247</u>			

Data Processing

(rows included above)

Personnel

<u>CSC</u>			<u>213</u>		
<u>CSC</u>					
<u>Contractual</u>			<u>12</u>		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

Employees would be retained if funding became available from another source.

City employees perform services on an overtime basis.

Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exception Form)

Item 1f - File 143-94-4

Department: Police Department

Item: Resolution authorizing the Chief of Police to apply for, accept and expend funds in the amount of \$100,000, which includes indirect costs of \$5,000 based on five percent of the total grant award, for a project entitled "California Gang Violence Suppression Program."

Grant Amount: \$100,000

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: California Gang Violence Suppression Program

Description: The California Gang Violence Suppression Program was previously funded for six years through June 30, 1993 by Federal Funds. The proposed grant would provide second year of State grant funding of this program. The California Gang Violence Suppression Program would foster communication between law enforcement agencies, prosecutors' offices, community based organizations, school and family members of gang or potential gang members through a violence prevention curriculum and conflict resolution training in schools. This Program will also allow the Police Department to expand special activities pertaining to gangs in the San Francisco Unified School District, in the area of prevention, through a shared computer information base (Gang Reporting Evaluation And Tracking System or G.R.E.A.T.) wherein Police Officers would gather, maintain and disseminate information throughout Police Departments in the Bay Area on individuals involved in gang-related activities. Police Officers selected for the program will work on an overtime basis, in addition to their regular shifts.

Budget:

Overtime

Q2 Patrol Officers (648 hrs @ \$37.27/hr)	\$24,151
Q50 Sergeants (216 hrs @ \$43.20/hr)	9,331
Youth Group Leaders (1,296 hrs @ \$15/hr)	19,440
Community Liaison (833 hrs @ \$15/hr.)	12,500
Counselor (759.37 hrs @ \$35/hr)	<u>26,578</u>

Subtotal Overtime

\$92,000

BOARD OF SUPERVISORS
BUDGET ANALYST

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July 19, 1994 Government Efficiency and Labor Committee Meeting

Operating Expenses

Audit Costs*	\$1,500
Travel Costs	<u>1,500</u>

Subtotal Operating Expenses	\$3,000
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Indirect Costs

(5% of the total grant award)	<u>5,000</u>
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Total Project Cost	\$100,000
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*OCJP grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget audit costs.

Required Match: None

Indirect Costs: \$5,000 based on 5 percent of the total grant award of \$100,000.

Comment: The Department advises that the OCJP denied its application for funding. Therefore, according to the Department, the proposed resolution should be tabled.

Recommendation: Table the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Office of Criminal Justice Planning Division Youth Programs Attachment
 Contact Person _____ Section _____ San Francisco Police Department
 Address 1130 K Street, Suite 300 Contact Person Bruce F. Frediani, Sergeant
 Sacramento, CA 95814 Telephone (415) 695-6921
 Amount Requested \$ 100,000 Application Deadline May 10, 1994
 From 07/01/94 To 06/30/95 Notification Expected July 1994
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a
 grant in the amount of \$100,000 from the period of 07/01/94 to 06/30/95
 to provide Suppression of Gang Violence services.

Summary: (Concise history; need statement; number + groups served; services and providers)

through the collaboration of the San Francisco of the San Francisco Police
 Department, the San Francisco Unified School District and the Saint John's
 Educational Thresholds Center; this program will provide attractive
 alternatives to involvement with gangs and drugs. There will be three
 components of the proposed program: counseling, conflict resolution and
 mentoring.

Outcomes/Objectives:

Using the schools as a community base, this program seeks to identify youths
 at risk for gang involvement and/or violence, then to provide positive
 alternatives which would work to prevent that involvement.

Effects of Reduction or Termination of These Funds:

Gang violence will continue to increase in the area of the schools targeted;
 Sanchez Elementary, Everett Middle, and Mission High.

Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Amount			100,000		0	
Personnel			33,482		0	
Equipment			0		0	
Contract Svc.			58,518		0	
Mat. & Supp.			0		0	
Furniture/Space			0		0	
Travel			0		0	
Direct Costs			8,000			

Data Processing

(omit included above)

Personnel

CSC			4			
CSC						
Contractual			5			

(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?
 Employees will be retained if funding was available from another source.

Contractual Services: Open Bid _____ Sole Source XXX- (if sole source, attach Request for Exceptional Force)

Note: Contractual services will be provided by co-applicant CSO, sole
 source documentation not required.

Item 1g - File 143-94-5

Department: Police Department

Item: Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for retroactively, accept and expend funds in the amount of \$133,948, which includes indirect costs of \$6,697, based on 5 percent of the total grant award, for continued funding for a project entitled "Anti-Drug Abuse Enforcement Program."

Grant Amount: \$133,948

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: Anti-Drug Abuse Enforcement Program

Description: The proposed grant would provide for second year State grant funding of the Anti-Drug Abuse Enforcement Program. This program would be used by the Narcotics Unit of the Police Department. The program is designed to disrupt drug dealers' activities and enable Police Officers to develop criminal cases for prosecution. Police Officers would use information from the community to identify and work in areas with a high volume of narcotic trafficking. Police Officers selected for the program would work on an overtime basis, in addition to their regular shifts.

Budget:	<u>Personnel</u>	
	8260 Criminalist (1.0 FTE)	\$45,866
	Q50 Sergeant (.25 FTE)	14,765
	Fringe Benefits for Criminalist	<u>3,682</u>
	Subtotal Personnel	\$64,313
	<u>Overtime</u>	
	1,644 hrs @ \$36 per hour	59,184
	<u>Operating Expenses</u>	
	Audit Cost*	\$1,500
	Confidential Informant	
	Materials	1,479
	Travel	<u>775</u>
	Subtotal Operating Expenses	3,754

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 19, 1994 Government Efficiency and Labor Committee Meeting

<u>Indirect Costs</u> (5% of total grant award)	<u>\$6,697</u>
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Total Project Cost	\$133,948
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*OCJP grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget audit costs.

Required Match: No

Indirect Costs: \$6,697 based on 5 percent of the total grant award.

Comments:

1. The "Summary of Grant Request," as prepared by the Police Department is attached.
2. The Police Department has completed a Disability Access Checklist which is on file with the Clerk of the Board.
3. The deadline for the grant application was June 2, 1994. The Department has submitted its application, therefore the legislation provides for retroactivity. The term of the proposed grant is July 1, 1994 through June 30, 1995. However, the Police Department advises that project expenses have not been incurred against this award.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor OFFICE OF CRIMINAL JUSTICE PLANNING Division SAN FRANCISCO POLICE DEPT
 Contact Person CAROL GERBER Section NARCOTICS BUREAU
 Address 1130 K ST. SUITE 300 Contact Person JOHN HALLISY
SACRAMENTO, CA. 95814 Telephone 415-558-2470
 Amount Requested \$133,948 Application Deadline 6/2/94
 Term: From 7/1/94 To 6/30/95 Notification Expected _____
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) grant in the amount of \$ 133,948 from the period of 7/1/94 to 6/30/95
 to provide SPECIAL ENFORCEMENT OPERATIONS services.

II. Summary: (Concise summary, need addressed, number & groups served, services and providers)
TARGET STREET DEALERS. FOCUS ON BUY/BUSTS AND HAVING CONFIDENTIAL INFORMANTS
PURCHASE NARCOTICS FROM RESIDENCES. SEARCH WARRANTS-WILL THEN BE SERVED ON
THESE PREMISES.

III. Outcomes/Objectives:
IMPACT WILL BE TO ARREST STREET DEALERS AND ASSIST EACH NEIGHBORHOOD IN
TRYING TO DISRUPT THE NARCOTICS ACTIVITY IN THEIR AREA.

IV. Effects of Reduction or Termination of These Funds:
TERMINATION OR REDUCTION OF THESE FUNDS WILL SIGNIFICANTLY IMPACT
THE OPERATION OF THIS PROJECT

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	\$137,962	\$131,663	\$133,948	+\$2285		
Personnel	117,697.50	120,214	123,497	+ 3283		
Equipment	3,700	0	0	0		
Contract Svc.	0	0	0	0		
Mat. & Supp.	0	0	0	0		
Facilities/Space	0	0	0	0		
Other AUDIT	1,500	1,500	1,500	0		
Indirect Costs	6,898	6,583	6,697	+ 114		
TRAVEL	1,550	775	775	0		

VI. Data Processing

(omit included above)

N/A

N/A

N/A

N/A

VII. Personnel

	1	1	1	0
F/T CSC				
P/T CSC		$\frac{1}{2}$	$\frac{1}{2}$	0
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
SAN FRANCISCO POLICE DEPT.

Will grant funded employees be retained after this grant terminates? If so, How?
CONTINGENT ON AVAILABILITY OF FUNDING

VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exception Form)

Item 1h - File 143-94-6

Department: Police Department

Item: Resolution authorizing the Chief of Police to apply for, accept and expend funds in the amount of \$164,175, which includes indirect costs of \$10,260 based on approximately five percent of the total project cost less equipment, for continuation funding for a project entitled "Crime Prevention Expansion Project: Mission Corridor" and agreeing to provide a 20 percent cash match in the amount of \$41,044.

Grant Amount: \$164,175

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: Crime Prevention Expansion Project: Mission Corridor

Description: The proposed State grant funds would provide for the third year funding of the Crime Prevention Expansion Project: Mission Corridor. This project would emphasize San Francisco Police Department training to increase crime prevention efforts, training in victim services and cultural and ethnic sensitivity, community outreach, empowerment and organizing, using the skills of the Community Police Officer Program (CPOP), Safety Awareness For Everyone (SAFE), a community-based group that provides San Francisco with crime prevention services, and La Casa de Los Jovenes, a community-based group that provides San Francisco with youth employment services. Police Officers selected for the Program will provide services on an overtime basis, in addition to their regular shifts.

Budget:

Overtime

Q2 Patrol Officers (1,347 hrs @ \$37.27/hr.) \$50,203

Q50 Sergeants (366 hrs @ \$43.20/hr.) 15,811

Q60 Lieutenant (171 hrs @ \$48.54/hr) 8,301

Subtotal Overtime \$74,315

Operating Expenses

Travel \$1,534

Audit Costs* 1,500

Subtotal Operating Expenses 3,034

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 19, 1994 Government Efficiency and Labor Committee Meeting

Contractual Services

SAFE Inc. (Contractor will initiate
and expand local crime
prevention programs) \$90,000

La Casa de Los Jovenes
(Contractor will coordinate all
aspects of the youth employment
program such as recruitment, selection,
training and supervision) 27,610

Subtotal Contractual Services \$117,610

Indirect Costs

(approximately 5 percent of total project cost) 10,260

Total Project Cost \$205,219

*OCJP grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget audit costs.

Required Match: \$41,044 cash match based on 20 percent of total project costs, which has been included in the Police Department's budget for FY 1994-95.

Indirect Costs: \$10,260 based on approximately 5 percent of the total project cost of \$205,219.

Comments:

1. The proposed grant of \$164,175 is \$4,044, or 2.4 percent, less than the 1993-94 grant amount of \$168,219.
2. The deadline for the grant application was May 2, 1994. The Police Department advises that the grant application has been submitted, therefore, the proposed resolution should be amended to authorize the Department to apply for the proposed grant retroactively. The term of the proposed grant is July 1, 1994 through June 30, 1995. However, the Police Department advises that project expenses have not been incurred against this award.
3. The "Summary of Grant Request," as prepared by the Police Department is attached.
4. The Police Department has completed a Disability Access Checklist which is on file with the Clerk of the Board.
5. The title of the proposed legislation states that indirect costs are based on approximately five percent of the total project cost less equipment. However, the subject Crime

BOARD OF SUPERVISORS
BUDGET ANALYST

Prevention Expansion Project: Mission Corridor has no equipment expenses. Therefore, the title of the proposed legislation should be amended to delete the reference to equipment.

- Recommendation:**
1. Amend the proposed resolution to authorize the Department to apply for the proposed grant retroactively.
 2. Amend the title of the proposed resolution to delete the reference to equipment costs as they relate to indirect costs, as noted in Comment #5 above.
 3. Approve the proposed resolution as amended.

OFFICE OF CRIMINAL JUSTICE PLANNING

SAN FRANCISCO POLICE DEPARTMENT

For
Contact Person Deborah Viney
Address 1130 - K Street, Suite 300
Sacramento, CA 95814
Amount Requested \$ 168,219.00
Term: From 7/1/94 To 6/30/95
Health Commission _____ Board of Supervisors: Finance Committee _____
Full Board _____

Division _____
Section Crime Prevention/Suppression B
Contact Person Sergeant John V. Bisordi
Telephone 415-553-1120
Application Deadline May 2, 1994
Notification Expected July 1994

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a grant in the amount of \$164,175.00 from the period of 7/1/94 to 6/30/95 to provide _____ services.
(Circle appropriate words)

II. Summary: (Concise history; need assessment; number & groups served; services and providers)

Based upon data gathered via crime stats and community needs assessment, SFPD will work with SAFE to target the Mission Corridor (14th - 26th Sts./So. Van Ness - Valencia). -
Emphasis will be placed on SFPD training to increase crime prevention, training in victim services, cultural and ethnic sensitivity. SFPD and SAFE will focus on Neighborhoods W groups, youth, elderly, area service providers and businesses to implement more non-tra

III. Outcomes/Objectives:

Implementation of crime prevention programs for elderly and information on elder abuse. Increase numbers of Neighborhood Watch groups, hold mass meetings, reduce substance abuse and sales; increase hate crimes awareness; crime prevention programs in schools, information on business and residential security, locking devices available to residents and merchants.

IV. Effects of Reduction or Termination of These Funds:

Reduced crime prevention services

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$110,000.00	\$168,219.00	\$164,175.00	\$ 4,044.00	\$ 41,044.00	
Personnel	5,575.00	62,234.00	59,452.00	+2,782.00	14,863.00	
Equipment	0	8,689.00	0	-	0	
Contract Svc.	109,375.00	81,968.00	94,088.00	12,120.00	23,522.00	
Mat. & Supp.	5,943.00	-	0	-	0	
Facilities/Space	0	0	0	-	0	
Other	772.00	7,245.00	1,227.00	-6,018.00	307.00	
Indirect Costs		8,083.00	9,408.00	1,325.00	2,352.00	

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC				
P/T CSC	2	2	2	0
Contractual	2.5	2.5	2.5	0

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid _____ Sole Source ☒ (If sole source, attach Request for Exception Form)

Lieutenant Ryan

Item 1i - File 146-94-16

Department: Department of Public Health (DPH)
Community Public Health Services

Item: Resolution authorizing the Department of Public Health to apply for, accept and expend a grant of \$10,000, which includes indirect costs in the amount of \$1,250 (12.5 percent of the grant request), from the California Adolescent Nutrition and Fitness Program to plan a program of action for adolescent nutrition and fitness in the Southeast area of San Francisco.

Grant Amount: \$10,000

Grant Period: September 1, 1994 through August 31, 1995

Source of Funds: California Adolescent Nutrition and Fitness Program

Project: Community-based adolescent nutrition and fitness services

Description: Research performed by the California Adolescent Nutrition and Fitness Program (CANFIT) indicates that adolescents have poor eating and exercise habits. According to CANFIT, over 40 percent of African American and Latino adolescents are overweight and 75 percent fail to meet the minimum fitness standards. Southeast Health Center, one of the Department of Public Health's nine community health centers located throughout the City, will work with a coalition of elementary schools and boys and girls clubs to conduct an adolescent nutrition and fitness needs assessment in the southeast section of San Francisco. The goal will be to develop a community-based action plan for 10- to 12-year old children in southeast San Francisco, based on the priority issues and gaps in policies and services in nutrition and fitness.

Budget:

Office Supplies and Materials	\$1,200
Telecommunication	250
Postage	300
Reproduction/Printing	2,000
Staff Training	500
Travel	500
Educational Materials	1,500
Promotional Items	2,000
Nutritious Snacks	500
Indirect Costs - DPH Accounting Office (12.5% of grant request)	<u>1,250</u>

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 19, 1994 Government Efficiency and Labor Committee Meeting

Proposed Grant

\$10,000

Required Match: None

Indirect Costs: \$1,250 (12.5 percent of grant request)

Comments: 1. In addition to the proposed \$10,000 grant, personnel and consulting services, valued at \$14,005, will be provided by Southeast Health Center employees, participating schools and community-based organizations. The cost of services of DPH employees of the Southeast Health Center is included in DPH's 1994-95 budget.

2. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant funds.

3. The DPH has prepared a Disability Access Checklist, which is included in the Clerk of the Board's file.

4. The application deadline for the proposed grant was July 15, 1994. The DPH advises that the application has already been submitted. As such, the proposed resolution should provide for ratification of action previously taken.

Recommendation: Amend the proposed resolution to provide for ratification of action previously taken. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item No. _____ Health Commission - Summary of Grant Request Rev.4/10/90Grantor: California Adolescent Nutrition
and Fitness Program. (CANFit)Division: Community Public Health ServicesContact Person: Arnell Hinkle, DirectorSection: Southeast Health CenterAddress: 2140 Shattuck Avenue, Suite 610
Berkeley, California 94704Contact Person: Cynthia K. Selmar, DirectorTelephone: (415) 715-4000Amount Requested: \$10,000Application Deadline: July 15, 1994Term: September 1, 1994 to August 31, 1995Notification Expected: August 29, 1994

I. **Item Description:** Request to apply for, accept and expend a new grant in the amount of \$10,000 from the period of September 1, 1994 to August 31, 1995 to provide leadership development of a plan for community-based adolescent nutrition and fitness services.

II. **Summary:** Research by the funding agency shows that adolescents have poor eating and exercise habits. Many prepare their own meals and spend about 40% of the family food dollar. Over 40% of African American and Latino adolescents are overweight, three-quarters of them fail to meet the minimum fitness standards. These results are especially significant in the minority communities where health messages are not culturally, and ethnically appropriate. Southeast Health Center, along with a coalition of elementary schools, boys and girls clubs, will conduct an adolescents nutrition and fitness needs assessments in Southeast San Francisco. Priorities will be determined to produce a community-based adolescent nutrition and fitness plan.

III. **Outcome/Objectives:** A. Develop a planning coalition for nutrition and fitness of low-income adolescent children in Southeast area of San Francisco, B. Conduct a nutrition and fitness status needs assessment of 10 to 12 year old children, C. Develop a community-based action plan based on the priority issues and gaps in policies and services in nutrition and fitness for these children.

IV. Effects of Reduction or Termination of these Funds: NA

V. Financial Information:

	Col. A Two years ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved hx
Grant Amount			<u>\$10,000</u>		Match is	
Personnel			<u>0</u>		not required	
Equipment			<u>0</u>		by the Funder.	
Contract Svc. *			<u>0</u>			
Mat. & Supp.			<u>\$7,500</u>			
Facilities/Space			<u>0</u>			
Other			<u>\$1250</u>			
Indirect Costs			<u>\$1250</u>			

VI. Data Processing

costs included above _____ 0 _____

VII. Personnel

F/T CSC	_____	_____	<u>0</u>	_____
P/T CSC	_____	_____	<u>0</u>	_____
Contractual	_____	_____	<u>0</u>	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: NA

Will grant funded employees be retained after this grant terminates? If so, how? NA

VIII* Contractual Services: Open Bid NA Sole Source NA

Item 1j - File 146-94-17

Department: Department of Public Health (DPH)
Central Administration

Item: Resolution authorizing the Department of Public Health to accept and expend the FY 1993-94 allocation of up to \$750,000, which includes indirect costs of approximately 20 percent of personnel costs, from the State Department of Health Services, and providing for ratification of action previously taken.

Amount: Up to \$750,000

Time Period: July 1, 1993 through June 30, 1994

Source of Funds: Federal funds through the State Department of Health Services Legalized Indigent Medical Assistance Program (LIMA)

Project: Medically Indigent Adult (MIA) Program

Description: The proposed State allocation of LIMA funds would reimburse the City for the provision of Medically Indigent Adult Program health care services to persons who are eligible for aid pursuant to Welfare and Institutions Code Section 1700 and who are legalized aliens under the provisions of the Immigration Reform and Control Act (IRCA) of 1986.

The State would allocate LIMA funds to reimburse the City for the provision of primary care services to eligible medically indigent legalized aliens, based on quarterly cost reports submitted by DPH. Reimbursable costs include health services which are not covered by MediCal, such as non-emergency services or non-pregnancy related services. The primary care services are largely provided through San Francisco General Hospital.

Indirect Costs: 20 percent of personnel costs

Comments: 1. The DPH reports that for FY 1993-94, the Department did not budget any monies for LIMA revenues because the State informed the City that at that time there were no LIMA funds available to reimburse counties in FY 1993-94. Mr. Fred Milligan of the DPH advises that this legislation is being submitted to the Board of Supervisors for approval in the event that LIMA funding should become available for FY 1993-94. The DPH advises that Federal funding of the MIA

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Program terminated on December 31, 1993. As such, the proposed allocation would provide funding for the MIA Program for only six months of FY 1993-94. The DPH advises that, despite the termination of Federal funding, the City will continue to provide services to eligible legalized aliens under the MIA Program, which is funded by General Fund monies.

2. The body and the title of the legislation include language stating that the allocation includes indirect costs in the amount of 20 percent of personnel costs. According to the DPH, the actual amount of indirect costs included in the allocation is ten percent of personnel costs. As such, the body and the title of the proposed legislation should be amended to provide for indirect costs of ten percent of personnel costs instead of 20 percent.

3. As noted above, the allocation has an effective date of July 1, 1993. The DPH reports that expenditures have been incurred against the General Fund that would be reimbursed with LIMA funding. As such, the legislation provides for the ratification of action previously taken.

Recommendation: Amend the body and title of the proposed legislation to provide for indirect costs of ten percent of personnel costs instead of 20 percent, and approve the proposed legislation, as amended.

Item 1k - File 147-94-5

Department: Public Library

Item: Resolution authorizing the San Francisco Public Library to apply for an amount not to exceed \$150,000 in funds available through the California State Library from Title I of the Federal Library Services and Construction Act for providing volunteer-based library services for homebound chronically and terminally ill San Franciscans for Fiscal Year 1994-95; indirect costs are included in these funds.

Grant Amount: An amount not to exceed \$150,000

Grant Period: October 1, 1994 through September 30, 1995

Source of Funds: Federal Library Services and Construction Act, Title I

Project: Friends for Life

Description: The proposed resolution would authorize the San Francisco Public Library to apply for a new grant to fund the Friends for Life project. This project would provide trained volunteers to deliver library materials to chronically and terminally ill patients. According to the Library, volunteers would provide services to individual clients in the home and to clients residing in hospice facilities. The program would also indirectly provide services, resources and library outreach for families and companions providing care for the patients. Volunteers would be trained in 1) home care and death sensitivity, 2) HIV/AIDS, 3) cancer and home care resources, 3) library resources available to clients and their caregivers, and 4) Library for the Blind services. The Library reports that resources would be created to support volunteer work such as special collections of books, magazines and cassettes, guides to HIV/AIDS, cancer or home care resources, guides to the San Francisco AIDS Foundation information database, and other resources as needed.

The Library advises that the program would be implemented through collaborations with existing services for this clientele. Existing service providers would provide client referral, specialized training, volunteers and resources and referrals for the program. An advisory board including participating agencies, fund-raisers, community leaders, caregivers and clients would provide the leadership and guidance for the program.

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BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 19, 1994 Government Efficiency and Labor Committee Meeting

Budget: The budget will be submitted by the Public Library when it requests authorization to accept and expend the proposed grant funds.

Required Match: None

Indirect Costs: 5 percent of grant award

Comments: 1. The Public Library Commission approved the Public Library's application for the subject grant funds at its June 8, 1994 Commission meeting.

2. Attached is a grant summary, as prepared by the Public Library, for the proposed grant.

3. A Disability Access Checklist has been prepared by the Public Library for the proposed grant funds and is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

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BUDGET ANALYST

GRANT APPLICATION INFORMATION FORM

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution.

Department: Library

Contact person: Neel Parikh Phone: 557-4355

Project title: Friends for Life

Grant source: Library Services and Construction Act, Title I

Proposed (☒ New / ☐ Continuation) Grant Project Summary:

This program will provide trained volunteers to deliver library materials to chronically and terminally ill patients. Volunteers will provide services to individual clients in the home and to clients residing in hospice facilities. The program will also indirectly provide services, resources and library outreach for families and companions providing care for the patients. Volunteers will be trained in home care and death sensitivity, HIV/AIDS, cancer and home care resources for referral, library resources available to clients and their caregivers, Library for the Blind services, readers advisory and read aloud skills. Resources will be created to support volunteer work: special collections of books, magazines and cassettes, annotated reading lists, guides to HIV/AIDS, cancer or home care resources, guides to the SFPL/SF AIDS Foundation information database, and other resources as needed.

The program will be implemented through collaborations with existing services for this clientele. Existing service providers will provide client referral, specialized training, volunteers and resources and referrals for the program. An advisory board including participating agencies, fundraisers, community leaders, caregivers and clients will provide the leadership and guidance for the program.

Amount of grant funding applied for: \$135,012

Maximum funding amount available: \$ 6 million

Required matching funds: No

Number of positions created and funded: 2

Amount to be spent on contractual services: -0-

Will contractual services be put out to bid? -0-

Grant Application Information Form

p. 2

Term of grant: October 1, 1994 - September 30, 1995

Date Department was notified of available funds: March

Application due date: June

Grant funding guidelines and options (from RFP, grant announcement or appropriations legislation):

Demonstration programs to provide library services for underserved populations. Only public libraries are eligible for funding.

Assessment of need for grand funding:

Rising health care and hospital costs have caused a majority of terminally ill patients to seek care and treatment at home and many die at home. In 1993, the major home care agencies reported providing services for 16,106 San Franciscans in home health care and hospice programs. HIV/AIDS is the second largest cause of death in San Francisco. Currently 7,058 San Franciscans suffer from HIV/AIDS and 12,352 San Franciscans have died of HIV/AIDS. Primary caregivers, family members or companions, rely on community agencies to support their care. In San Francisco there are many agencies who provide services and support for terminally ill patients and/or their caregivers; over 600 serve San Francisco HIV/AIDS patients and their caregivers. However, none of these programs provides library services or reading materials for these homebound terminally ill patients.

Department Head approval: Kenneth E. Dowlin

Kenneth E. Dowlin
City Librarian

Item 11 - File 152-94-2

Department: Sheriff's Department

Item: Resolution authorizing retroactively the Sheriff of the City and County of San Francisco to apply for, accept, and expend funds in the amount of \$54,900 which include indirect costs in the amount of \$2,543 based on five percent of the project costs less audit expenses made available through the Office of Criminal Justice Planning for a project entitled "San Francisco Sheriff's Drug Abatement Project."

Grant Amount: \$54,900

Grant Period: Retroactively from July 1, 1994 through June 30, 1995

Source of Funds: California State Office of Criminal Justice Planning (OCJP)

Project: San Francisco Sheriff's Drug Abatement Project

Description: The proposed grant would provide for the fourth year funding of the San Francisco Sheriff's Drug Abatement Project. The Sheriff's Drug Abatement Project, known as the Anti-Drug Abuse (ADA) Home Detention, confines prisoners in their residence except for periods when they are at work, traveling to and from work and other designated brief periods. Such prisoners have been convicted of drug use and/or the sale of small quantities of drugs. The prisoners' compliance with the in-home detention is verified by random phone calls to the prisoners' home and an electronic bracelet confirming the prisoners' presence in his or her home. ADA Home Detention participants report in person at least three times a week to an assigned Deputy Sheriff for urinalysis to detect drug/alcohol use. Each prisoner also receives mandatory counseling and evaluation for substance abuse.

In addition, the ADA Home Detention Program provides an alternative for convicted street level drug offenders in order to provide more room in the County's jail for higher level drug offenders arrested by the Police Department and prosecuted by the District Attorney's Office under the Countywide Anti-Drug Abuse Program.

Budget:	<u>Personnel</u>	<u>FTE</u>	
	8274 Sheriff's Cadet	2.0	\$42,908
	Fringe Benefits @ 14.7%	—	<u>6,327</u>
	Subtotal Personnel	2.0	\$49,235

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BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 19, 1994 Government Efficiency and Labor Committee Meeting

Operating Expenses

Audit Costs*	\$1,500
Travel	<u>1,495</u>

Subtotal Operating Expenses	\$2,995
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Indirect Costs @ 5% of total project cost less audit expenses	<u>2,670</u>
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Total Project Cost	\$54,900
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*OCJP grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget audit costs.

Required Match: None

Indirect Costs: The title and body of the proposed legislation incorrectly state indirect costs as being \$2,543 based on 5 percent of the total project cost (\$54,900) less audit expenses (\$1,500) or \$53,400. Five percent of \$53,400 is \$2,670. Therefore, indirect costs are actually \$2,670 instead of \$2,543 as currently stated in the legislation.

Comments:

1. The proposed grant amount of \$59,400 is \$21,296 or approximately 26 percent less than the 1993-94 grant amount of \$80,696.
2. The Sheriff's Department advises that, contingent upon the availability of funding, if grant funds are terminated or reduced, grant personnel will be terminated or reduced accordingly.
3. The grant application was due by June 2, 1994, and the term of the grant is July 1, 1994 through June 30, 1995. The Sheriff's Department advises that the grant has been applied for and that expenses have already been incurred by the Department against this grant award. Therefore, the proposed resolution authorizes the Department to apply for, accept and expend the proposed grant retroactively.
4. The "Summary of Grant Request." as prepared by the Sheriff's Department, is attached.
5. The Sheriff's Department has completed a Disability Access Checklist which is on file with the Clerk of the Board.

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- Recommendation:**
1. Amend the title and body of the proposed legislation to reflect that indirect costs are \$2,670 based on five percent of the project costs less audit expenses, rather than the currently reflected \$2,543.
 2. Approve the proposed resolution, as amended.

Office of Criminal Justice Planning

Division Alternative Programs Division

Section _____

Contact Person Sgt. Jim DenmanTelephone 553-9600Application Deadline 06-02-94Notification Expected 06-30-94Amount Requested \$ 54,900Term: From 7/01/94 To 6/30/95

Health Commission _____

Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description:

(Circle appropriate words)

Request to (apply for) ~~(renew and extend)~~ a ~~(new)~~ (continuation) (allocation) ~~(supplementation to a)~~ grant in the amount of \$ 54,900 from the period of 7-01-94 to 06-30-95 to provide Anti-drug abuse home detention program services.

II. Summary: (Concise history, need statement, number of groups served, services and providers)

Continuation of annual criminal justice system grant authorized by Congress in the Crime Control Act of 1990. Grant is coordinated with related grants made to SFPD, DA, and the Probation Department. This is an anti-drug abuse project that seeks to take mid-level and major-level drug dealers off the streets. In order to house them, we make space in our jails by placing lesser offenders on home detention.

III. Outcomes/Objectives:

Up to 100 street-level drug users will be placed on home detention during the period of the grant, thus making up to 100 cell-beds available in the county jail to house targeted drug dealers.

IV. Effects of Reduction or Termination of These Funds:

Overcrowding in the county jails would be aggravated. Offenders might have to be released from custody due to shortage of beds. Drug dealers would be right back on the street soon after release.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year Orig.	Proposed	Change		
Grant Amount	84,558	80,696	54,900	-32%	0	
Personnel	77,355	73,614	49,235	-33%	0	
Equipment	0	0	0	0	0	
Contract Svc.	0	0	0	0	0	
Mat. & Supp.	0	0	0	0	0	
Facilities/Space	0	0	0	0	0	
Other	3,050	3,122	3,122	0	0	
Indirect Costs	4,153	3,960	2,543	-36%		

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC	2	2	2	0	
P/T CSC	0	0	0	0	
Contractual	0	0	0	0	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

VIII. Contractual Services: Open Bid _____

Sole Source _____

(If sole source, attach Request for Exemption Form)

Item 1m - File 144-93-3.2

Department: Port of San Francisco

Item: Requesting release of reserved funds in the amount of \$249,798 for environmental consulting services for the historic renovation of the Ferry Building.

Amount; \$249,798

Source of Funds: U.S. Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, through the California Transportation Commission (CTC)

Description: In May of 1993, the Board of Supervisors approved a resolution (File 144-93-3) authorizing the Port to apply for retroactively, accept and expend \$1,000,000 to conduct planning and environmental studies for the renovation of the Ferry Building. The Board reserved the entire \$1,000,000, pending the selection of contractors, the submission of budget details and MBE/WBE status of the contractors. Subsequently, the Government Efficiency and Labor Committee released \$456,000 for preliminary design and financial feasibility services for the historic renovation of the Ferry Building, thereby leaving \$544,000 (\$1,000,000 less \$456,000) on reserve. The Port is now requesting the release of \$249,798 in reserved funds for environmental consulting services.

Through a Request for Proposal (RFP) process, the Port received four proposals for the environmental consulting services contract for the renovation of the Ferry Building. The Port selected the firm of Public Affairs Management, a WBE firm, as the consultant, at a cost of \$249,798, with 64.5 percent MBE/WBE participation (including Public Affairs Management). Attachment I shows the contractor, the subcontractors, the role of each contractor in the project, the MBE/WBE status, and the hourly billing rates.

**Contract
Budget:**

<u>Activity</u>	<u>Cost</u>
Project Management	\$4,520
Scoping/Coordination Meetings	28,740
Development of Alternatives	3,880
Historic Architecture Report	19,000
Archaeological Report	3,200
Historic Property Report	2,480
Transportation Study	38,080
Biology/Wetlands Study	4,544

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Air Quality Analysis	\$6,119
Location Hydraulic Study	10,050
Hazardous Waste/Asbestos Study	6,800
Visual Quality Analysis	5,670
Draft - Initial Study/Environmental Assessment	11,570
Final - Initial Study/Environmental Assessment	4,580
Mitigation Monitoring	2,200
Background Socioeconomic Study	5,200
Evaluation	7,300
Response to Public Comments	28,390
Environmental Impact Statement/Environmental Impact Report	45,575
Other Direct Costs	<u>11,900</u>

TOTAL REQUEST \$249,798

Comments:

1. Mr. Paul Osmundson, the Port's Project Manager for the renovation of the Ferry Building, reports that, although Public Affairs Management did not offer the lowest price for the work to be performed on the project, the firm was selected because it was the most qualified based on all of the criteria established in the RFP. The Port received bids for the Initial Study and the Environmental Assessment, as stated in the RFP specifications, from the following firms:

<u>Name of Firm</u>	<u>MBE/WBE Participation</u>	<u>Bid Amount*</u>
Environmental Science Associates	33%	\$109,426
During Associates	33%	154,900
Public Affairs Management (WBE)	65%	165,583
EIP Associates	34%	218,935

* According to Mr. Osmundson, the RFP included all of the activities reflected in the table above except the Background Socioeconomic Study (\$5,200), the Evaluation (\$7,300), the Response to Public Comments (\$28,390), and the Environmental Impact Statement (EIS) and Environmental Impact Report (EIR) (\$45,575). Thus, the four bid amounts above do not reflect the costs of these additional activities. Mr. Osmundson advises that the Port later negotiated the price for these additional activities with the selected contractor, Public Affairs Management, thereby adding \$86,465 to the contract, and reduced the amount for the Hazardous Waste/Asbestos Study by \$2,250 (from \$9,050 to \$6,800), for an additional net cost of \$84,215. Attachment II is a letter from the Port explaining the 50.9 percent or

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\$84,215 increase in the contract, from \$165,583 to \$249,798, and explaining the Port's reasons for negotiating for these additional services on a sole source basis.

2. According to Mr. Osmundson, Federal, State and local authorities are responsible for deciding whether or not it is necessary to complete an EIS and an EIR for the Ferry Building renovation project, depending on the results of the Initial Study and Environmental Assessment. Mr. Osmundson advises that the contractor may therefore not have to complete the EIS and the EIR. Thus, the \$45,575 budgeted for the EIS and EIR should continue to be reserved, pending the decision of the Federal, State and local authorities on this matter.

- Recommendation:**
1. Given the 50.9 percent or \$84,215 increase in the contract from the bid amount of \$165,583 to the subject request of \$249,798 based on an added scope of work to be done, and that the Port negotiated for such additional services on a sole source basis subsequent to the initial competition involving four firms, the Budget Analyst considers approval of the release of \$249,798 to be a policy matter for the Board of Supervisors.
 2. If the release of funds is approved, release only \$204,223 (\$249,798 less \$45,575) and continue to reserve \$45,575, pending the determination as to the necessity for the Environmental Impact Statement and Environmental Impact Report.

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FERRY BUILDING HISTORIC RENOVATION
ENVIRONMENTAL CONSULTING TEAM MEMBERS

<u>Team Member</u>	<u>Role in Project</u>	<u>MBE/WBE</u>	<u>Hourly Billing Rates</u>
Public Affairs Management	Prime - Environmental Consulting	WBE	\$45 - 125
Kotas/Pantalonei	Architecture	MBE	\$100
Ward Hill	Architectural History	--	\$50
Holman and Associates	Archeology	--	\$50
Wilbur Smith Associates	Transportation Engineering	--	\$60 - 125
Pittman and Hames	Transportation	WBE	\$60 - 125
Wesco	Air Quality/ Biology	--	\$43 - 105
AGS, Inc.	Geotechnical Engineering/Hazardous Materials	MBE	\$50 - 130

OVERALL AVERAGE HOURLY RATE: \$81.42

PORT OF SAN FRANCISCO



Ferry Building
San Francisco, CA 94111
Telephone 415 274 0400
Telex 275340 PSF UR
Fax 415 274 0528
Cable SFPORCOMM
Writer

July 15, 1994

Ms. Karen Kegg
Budget Analyst's Office
City Hall
San Francisco, CA 94102

**SUBJECT: RELEASE OF RESERVED FUNDS FOR ENVIRONMENTAL
CONSULTING SERVICES WITH PUBLIC AFFAIRS
MANAGEMENT FOR THE FERRY BUILDING RENOVATION**

Dear Karen:

I am submitting the following information in response to your concerns regarding the additional budget amounts for responses to comments, and for the optional task to prepare a full EIR/EIS on this project.

Response to Comments

As shown in the attached page for the RFP, we requested an hourly rate schedule with which to negotiate a budget for preparing responses to public comments. The Consultant has subsequently made an estimate of the amount of time needed for this task, even though it is impossible to know with certainty the extent of the public comments. Due to the uncertain nature of the amount of time needed for this aspect of the work, the Port felt that requesting price bids for the entire task from all potential proposers was unnecessary and irrelevant to the selection process. We believe that the hourly rate schedule for the Public Affairs Management team is fair.

Optional Task: Upgrade to Full EIR/EIS

The City's Office of Environmental Review and Caltrans' Environmental Review Officer made a preliminary recommendation for an Initial Study/Environmental Assessment (IS/EA). At the time the RFP was issued, it was not anticipated that the project would require a full Environmental Impact Report/Environmental Impact Statement (EIR/EIS). In subsequent discussions with OER and Caltrans, however, it became clear that the project may require a full EIR/EIS, and that it would be advisable to account for this possibility in the contract with a preferred environmental consultant.

Moreover, it is difficult to predict what could potentially trigger the need to upgrade to a full EIR/EIS prior to completing the technical reports and the draft IS/EA. Therefore, the Port felt that requesting total price bids for this potential aspect of the work was unnecessary and irrelevant to the selection process, and that the hourly rate schedules were adequate.

Other Modifications

The Port also renegotiated several other aspects of the originally proposed scope of work, as described below:

In their original proposal, the Consultant did not include budget for a Background Socioeconomic Study or a Section 4(f) Evaluation. They made clear in their proposal they did not believe them to be necessary. Caltrans has subsequently made clear that these two reports would be required; thus, the revised scope of work includes additional time and budget to prepare these two reports. (The Background Socioeconomic Study is \$5,200 and the Section 4(f) Evaluation is \$7,300). The Consultant reduced by \$2,250 their original budget for hazardous waste analysis, due to the fact that the Port had already completed a portion of this aspect of the work.

To summarize, the Port received competitive bids for the Initial Study/Environmental Assessment, and for the hourly rates which form the basis of negotiating a price for the responses to comments and upgraded EIR/EIS.

If you have any further questions, please call me at 274-0546.

Sincerely,



Paul Osmundson
Development Project Coordinator

Item 1n -File 94-91-10.5

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Requesting release of reserved funds in the amount of \$296,061 to complete project implementation activities for the Market Street Thoroughfare.

Amount: \$296,061

Source of Funds: Urban Rail Bond Funding - \$20,500,000
Local Match - \$20,500,000*

* Funding sources for the local match include the Transportation Authority Sales Tax and Bay Area Rapid Transit (BART) District Capital Reserves.

Description: In January of 1992, the Board of Supervisors approved a resolution (File 94-91-10) authorizing the Public Utilities Commission (PUC) to apply for, accept and expend State grant funds in the amount of \$20,500,000, plus local matching funds totaling \$20,500,000, for 11 Municipal Railway (MUNI) capital improvement projects. Of the \$20,500,000 total grant amount, the Board of Supervisors placed \$4,280,000 on reserve for construction contracts, including \$400,000 for the Market Street Transit Thoroughfare Project, pending selection of the contractors, the submission of budget details and the MBE/WBE status of the contractors. In July of 1993, the Government Efficiency and Labor Committee released \$103,939 of the \$400,000 in reserved funds for construction of the Market Street Transit Thoroughfare Project, leaving a balance of \$296,061 on reserve. The PUC is now requesting the release of the \$296,061 remaining on reserve.

Budget: The proposed \$296,061 would be used for project management, design and inspection, to be performed in-house by PUC and MUNI staff, for the Market Street Transit Thoroughfare Project, as follows:

<u>Activity</u>	<u>Cost</u>
Project Management	\$41,543
Engineering Services	61,356
MUNI Platform (testing and inspection)	41,061
MUNI Maintenance	5,000
Construction Engineering	<u>147,101</u>
Total	\$296,061

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Comment: The Market Street Transit Thoroughfare Project, also known as the F-Market Streetcar Line Project, provides for the construction of surface-level streetcar line tracks along the entire length of Market Street, at an estimated cost of \$79 million. Work includes street reconstruction, overhead wire modifications, new boarding islands, restoration of trackway and boarding islands, assorted overhead wire modifications from Duboce Street to Castro Street, and the construction of a western terminus at Market and Castro Streets.

Recommendation: Release reserved funds in the amount of \$296,061.

Item 2 - File 27-94-12

Department: Airports Commission

Item: Ordinance approving Modification No. 2 of Land Lease No. 73-0066 between United Airlines, Inc. and the City and County of San Francisco, acting by and through its Airports Commission.

Description: On June 21, 1994 the Airports Commission approved Modification No. 2 of Lease 73-0066 between the Airport and United Air Lines, Inc. Under lease 73-0066, United Airlines, Inc. occupies 128.13 acres of land, commonly known as the Maintenance Operation Center (MOC), used for Aircraft Maintenance. The current lease began on July 1, 1973 for a 20-year term plus two ten-year options at the discretion of the lessee. The first ten-year option will expire on June 30, 2003.

Under the proposed Modification No. 2, the Airport will reacquire approximately 5.34 acres of the MOC area for the construction of a seven level, 3,000 parking space employee parking garage. Currently, those 5.34 acres are used as a surface parking lot containing approximately 931 employee parking spaces. The proposed seven level parking garage is designated as replacement parking for employee parking areas throughout the Airport that have been displaced as a result of the Airport's Master Plan projects. Under Modification No. 2, the Airport would also reacquire approximately .21 acres of the MOC area for the widening of the North Access Road in order to alleviate traffic congestion. This is a total of 5.55 acres that the Airport is reacquiring from United Air Lines, Inc. in order to move forward with the Airport's Master Plan.

In return for the 5.55 acres of the MOC area that the Airport is reacquiring, the Airport will incorporate an additional 7.17 acres of vacant land adjacent to the MOC area, known as Plot 52, into the MOC lease with United Air Lines, Inc. Therefore, this lease modification gives United Air Lines, Inc. a net gain of 1.62 acres (7.17 less 5.34 less .21). The Airport will also reserve spaces for United Air Lines, Inc. employees in the new seven level employee parking garage for which the Airport will charge United according to the established parking rate schedule. The parking spaces in the new parking garage will replace the 931 existing employee parking spaces that will be lost when United relinquishes the 5.34 acre parking lot to the Airport and up to 1,200 employee parking spaces that may be lost as a result of other Airport Master Plan projects.

Comments: 1. According to Mr. Bob Rhoades of the Airport, this lease modification is necessary in order to construct the proposed

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new seven level parking garage that must be completed before other Airport Master Plan projects can begin. This new seven level garage is being built in order to proceed with the building of the new International Terminal. The garage is scheduled for completion in October 1996. Mr. Rhoades reports that the estimated cost for the new garage is \$36,412,000.

2. According to Mr. Marcus Perro of the Airport, the seven level garage is being paid for by Airport Revenue Master Plan Bonds, Issue No. 5. The bonds were sold for \$90,000,000 in April, 1994 and they will finance two other Master Plan projects besides the seven level parking garage. Mr. Rhoades reports that the bonds will be paid back over thirty years through parking fees collected by the Airport at all of the employee parking areas.

3. As of July 1, 1993 United has been paying \$32,617.23 acre/year for the MOC area. This land rental rate will continue for ten years, until July 1, 2003, when the first ten year option on United's lease expires.

4. Currently, for occupying 128.13 acres of land at \$32,617.23 acre/year, United pays the Airport \$4,179,246. With this lease modification that gives United Air Lines, Inc. a net gain of 1.62 acres (7.17 less 5.34 less .21) for a total of 129.75 acres, United will have to pay \$4,232,086, or an additional \$52,840 annually. Mr. Rhoades reports that the existing rental rate of \$32,617.23 acre/year continues to be fair market value for the MOC land.

Recommendation: Approve the proposed ordinance.

Item 3 - File 25-94-23

Department: District Attorney

Item: Resolution concurring with the Controller's certification that assistance to certain victims of crime and education in community anti-street violence services can continue to practically be performed for the District Attorney's Victim Witness Assistance Program by a private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Victim Witness Services for the District Attorney's Victim Witness Assistance Program

Description: The Controller has determined that contracting for special victim witness services in fiscal year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Cost</u>		
Salaries	\$116,296	\$141,153
Benefits	24,602	27,888
Operating Expenses	<u>33,777</u>	<u>33,777</u>
Total	\$174,675	\$202,818
<u>Contracted Service Costs</u>	<u>118,457</u>	<u>118,457</u>
<u>Estimated Savings</u>	\$56,218	\$84,361

- Comments:**
1. Special victim witness services were first certified as required by Charter section 8.300-1 in 1981 and have been provided by an outside contractor continuously since 1981.
 2. The new one-year contract, which began July 1, 1994, is with Community United Against Violence (CUAV). The Contracted Service Cost used for the purpose of this analysis is the current contractor's cost for the special victim witness services for Fiscal Year 1994-95.
 3. CUAV employees receive comprehensive health, life, and dental insurance.

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4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

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Charter 8.300-1 (Proposition J) Questionnaire

Department District Attorney's Office (04)Contract Services Community United Against ViolenceTime Period July 1, 1994 to June 30, 1995

- 1) Who performed services prior to contracting out?
The services were not provided prior to contracting out with
Community United Against Violence (CUAV).
- 2) Number of City employees laid off as a result of contracting
out?
None
- 3) Explain disposition of employees if they were laid off.
The services were not provided by the City of San Francisco prior to
the initial contract with CUAV and therefore there have never been
any City employees involved in the services.
- 4) What percent of City employee's time is spent on services to be
contracted out?
None
- 5) How long have services been contracted out?
Since July 1, 1981
- 6) What was the first fiscal year for a Proposition J
Certification?
1981.
- 7) How will contract services meet the goals of your MBE/WBE
Action Plan?
Yes. Community United Against Violence has established goals of hiring
minority and women employees.

Donna Medley
Department Representative

Donna Medley, Victim/Witness Bureau Director

(Type Name, Title)
(415) 553-9044

Telephone

cxiquespj

Item 4 - File 39-94-6

Item: Hearing transmitting copy of final report issued by the 1993-94 Civil Grand Jury entitled "Recreation and Park Department Golf Course Management Report."

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1993-94 Civil Grand Jury of the City and County of San Francisco.

In FY 1992-93, the Civil Grand Jury released a report evaluating the Recreation and Park Department's management of the Harding Park and Sharp Park golf courses. The FY 1993-94 Grand Jury reviewed again the operation of these golf courses, and issued the FY 1993-94 "Recreation and Park Department Golf Course Management Report," which is the subject of this hearing. The Grand Jury recommended that the Recreation and Park Department should:

- (a) Insist on strict compliance with the provisions in the Harding Park and Sharp Park leases, and (b) Conduct regular and systematic performance audits. The golf course should be run on a more business-like basis.
- Refer any lease violation which is not corrected promptly, to the City Attorney for appropriate action.
- Require the lessees to submit all financial statements and other documents in a timely manner.
- Insist that annual statements be prepared by independent certified accountants approved by them.
- Demand increased indemnification for uncompleted capital improvements at Sharp Park to reflect inflation since 1983. Such an increase should be negotiated in recognition of the fact that the City would have realized more revenue had the agreed-upon capital improvements been made in a timely manner.
- Not make any informal alterations of lease provisions. All alterations of a lease must be made in writing as a formal modification of the lease.
- Continue to explore the feasibility of using computerized systems to provide reliable source documents essential for good business practices and control.

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Comments:

1. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee Meeting.

2. The Clerk of the Board requested, and the Recreation and Park Department provided, responses to the Civil Grand Jury report on the operation of the golf courses. The Department's responses are in the file.

3. The Civil Grand Jury report does not include cost estimates for implementing its recommendations.

Recommendation:

Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors' comments to the Presiding Judge of the Superior Court.

Item 5 - File 39-94-9

Item: Hearing transmitting copy of final report issued by the 1993-94 Civil Grand Jury entitled "Foster Care in San Francisco."

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1993-94 Civil Grand Jury of the City and County of San Francisco.

The Civil Grand Jury reviewed the Department of Social Services' (DSS) Family and Children's Services unit, including its role and performance in providing foster care in San Francisco. The Grand Jury recommended the following:

- The Mayor and the Board of Supervisors should coordinate an inter-departmental effort to address the multitude of problems facing troubled families in San Francisco, especially African American families, to reduce the high incidence of youth dependency in the county. DSS agrees with this recommendation.
- DSS should continue with the current changes that have led to its progress in addressing its non-compliance status for foster care with the State of California. DSS agrees with this recommendation.
- Once the non-compliance status has been lifted, the department should replace its current case management system, which focuses on administrative process with a case management system that focuses on the family and child. DSS disagrees with this recommendation, since it would divert resources from investigations of new reports of abuse and neglect.
- Case load caps should be established for case workers so they have the time to visit their charges to acquire the necessary knowledge and foundation on which to base decisions that will serve the best interests of the child. DSS disagrees with this recommendation, since establishing caseload caps has not proved an effective means of operation in other California counties.

Comments: 1. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court

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should be prepared in and reported out of the Government Efficiency and Labor Committee Meeting.

2. The Clerk of the Board requested, and DSS provided, responses to the Civil Grand Jury report on Foster Care in San Francisco. The Department's responses are in the file.

3. The Civil Grand Jury report does not include cost estimates for implementing its recommendations.

Recommendation:

Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors' comments to the Presiding Judge of the Superior Court.

Item 6 - 172-94-26

Department: Public Utilities Commission (PUC)

Item: Resolution approving a transit shelter maintenance and joint use agreement between the City and the Board of Trustees of the California State University (CSU).

Description: The Municipal Railway has completed construction of a new high-level Light Rail Vehicle (LRV) boarding platform at 19th and Holloway Avenues across from San Francisco State University. The Municipal Railway and CSU have negotiated an agreement for CSU to provide maintenance of the platform in exchange for the right to display University-related information and artwork on the platform. The PUC considers this to be an even exchange of services with no payments being made by either the City to CSU or CSU to the City and is consistent with the policy of the PUC to minimize future maintenance costs of transit shelters and boarding platforms.

CSU would be granted the exclusive right to use five double-sided display cases and one single-sided display case. These display cases would be four by six feet in dimension and would be used only for student artwork and University-related notices and announcements. Commercial advertising would not be allowed.

CSU would also be given the right to use four video display monitors for student artwork and University-related programming and announcements. The City would retain the right to one single-sided display case, four by six feet in dimension, and three smaller display cases for the display of MUNI maps, schedules and to be used at the City's option as public display areas.

Mr. Jim Nelson, the Project Manager for the Municipal Railway, reports that CSU was willing to negotiate this agreement to maintain the platform at no cost to the City because the platform is considered by the University to be an integral part of the entrance to the campus of San Francisco State University. The agreement requires CSU to maintain the transit shelters and platform amenities at levels comparable to that employed at the San Francisco State University campus. Maintenance would include graffiti removal on the platform and transit shelter.

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Comments:

1. The Municipal Railway has negotiated a separate agreement with Gannett Transit Shelters of San Francisco, which is not a part of this resolution, to allow commercial advertising as an offset to Gannett's cost of maintaining the high-level LRV boarding platform at 19th and Winston Avenues, the entrance to the Stonestown Shopping Center.

2. Mr. Robert Hutson, CSU's Director of Facility Operations, has estimated the cost of maintaining the boarding platform to be approximately \$30,000 to \$40,000 annually.

Recommendation: Approve the proposed resolution.

Item 7 - File 47-94-8

Departments:

Parking and Traffic
Real Estate

Item:

Ordinance approving the form of the Moscone Center Garage management agreement and the bid documents and authorizing the Director of Property to request bids for management of the Moscone Center Garage using those documents.

Description:

The proposed ordinance would approve the form of the Moscone Center Garage management agreement and the related necessary bidding documents. The proposed ordinance would also authorize the Director of Property to request bids for the management of this parking garage.

The term of the proposed management agreement would be five years. Under the provisions of the proposed management agreement, the City reserves the right to fix and determine the parking rates and the specific terms and conditions for operating the Moscone Center Garage. The specific parking rates charged at the Moscone Center Garage are subject to separate approval by the Board of Supervisors.

The Moscone Center Garage is an eight-level, 732-space, self-park parking facility, located at 255 Third Street.

To be qualified to bid on the proposed management agreement, a potential bidder must (1) have successfully managed or operated a 300-space multi-level parking facility with an aggregate gross monthly revenue of at least \$36,000 for a period of at least one year; and (2) show evidence of good financial standing and ability to perform the Manager's obligations under the proposed management agreement. The management agreement will be awarded to the lowest reliable bidder based on the monthly management fee bid.

Comments:

1. For the past five years, the Five Star Parking Corporation has operated the Moscone Center Garage under a management agreement. The management agreement with Five Star Parking expires September 30, 1994, but the contract allows for a month-to-month extension if a new five year management agreement cannot be prepared by that time. Mr. Kevin Hagerty of the Department of Parking and Traffic (DPT) reports that it is likely the contract with Five Star Parking will be

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extended until November 30, 1994 because of delays in preparing the new contract.

2. In FY 1992-93, the City paid Five Star Parking a total of \$270,048, which included their monthly management fees that were used to pay normal operating costs and profit and additional garage maintenance allowances that were used to pay extraordinary maintenance costs not included in the normal operating costs. In FY 1992-93, the City received \$623,352 in net parking revenues from the Moscone Center Garage and \$223,350 in Parking Tax revenues for a total of \$846,702 in parking related revenues associated with the Moscone Center Garage. The parking tax is 25 percent of the gross revenues. In FY 1992-93, the Moscone Center Garage generated a total of \$1,116,750 in gross revenues. Therefore, of the total gross revenues of \$1,116,750 in FY 1992-93, \$846,702 was the City's net revenue and \$270,048 was paid to Five Star.

3. Under the current contract, Five Star Parking receives a monthly management fee which increases every year on October 1 in accordance with a Cost-of-Living Adjustment. The monthly management fee includes normal operating costs and profit. The City receives the remaining parking revenues, net of the management fee. Currently, as of October 1, 1993 the monthly management fee is \$20,283. In the preceding year, from October 1, 1992 to September 30, 1993, the monthly management fee was \$19,925. Thus, for the City's fiscal year 1993-94 which includes three months (July, 1993 through September, 1993) for which the monthly management fee was \$19,925 and nine months (October, 1993 through June, 1994) for which the monthly management fee was \$20,283, Five Star Parking will receive \$242,322. Mr. Hagerty estimates that for FY 1993-94, the City will receive an estimated \$866,678, including \$221,800 in parking tax revenues, based on estimated total gross revenues of \$1,109,000.

4. Based on the proposed bid documents, the future garage operator's contract would be in the form of a fixed rate operator contract. Under the proposed fixed rate operator contract arrangement, the garage operator would deposit all of the receipts from the garage into the City's account, on a daily basis. At the end of each month, the City would pay the operator the agreed upon management fee and keep the rest of the revenues.

5. As previously stated, the Department of Parking and Traffic estimates gross revenues of approximately \$1,109,000 million from the Moscone Center Garage in FY 1993-94. The Department estimates approximately \$1,200,000 million in FY 1994-95. The \$7,750 estimated decline in gross revenues from FY 1992-93 (\$1,116,750) to FY 1993-94 (\$1,109,000) is due to estimated higher garage maintenance costs above the normal operating costs to maintain the garage.

6. As defined in the City's Administrative Code, a five percent bid preference would be given to locally-owned businesses (LBE) and a 10 percent bid preference would be awarded to firms that are both locally-owned and either minority-owned (MBE) or women-owned (WBE) businesses.

7. The actual award of the management agreement to a parking operator would require separate, future legislation subject to approval of the Board of Supervisors. As previously noted, this proposed legislation only authorizes the Director of Property to seek bids for the management of the Moscone Center Garage.

Recommendation: Approve the proposed ordinance.

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Item 8 - File 64-94-12

Departments: Real Estate Department
Department of Parking and Traffic (DPT)

Item: Resolution authorizing a new lease of real property at 80 Charter Oak, for the Department of Parking and Traffic

Location: 80 Charter Oak

Purpose of Lease: Relocation of the Paint Shop

Lessor: Gensler Family L.P.I.

No. of Sq. Ft. and Cost/Month: Approximately 11,000 square feet of industrial space, and a 10,000 square foot storage and parking yard, for a total of 21,000 square feet, at an average of \$0.2071 per square foot per month, for a total monthly cost of \$4,350 per month.

Annual Cost: \$52,200

Utilities and Janitor Provided by Lessor: No

Term of Lease: August 1, 1994 to July 30, 1999, or five years

Right of Renewal: Two five-year options to renew, based on the same terms and conditions of the proposed lease

Source of Funds: Road Fund

The cost of this lease is included in the DPT's FY 1994-95 budget

Description: The Department of Parking and Traffic's Paint Shop paints all of the curbs, center stripes, intersection striping, Muni bus zones, etc. for the City. The DPT painters for the Paint Shop are currently located in the Department of Public Works' (DPW) yard, in the City-owned facility at 2323 Army Street, with the DPW's Street Cleaning Division. The paint for the Paint Shop is currently being stored in rented storage containers. The DPT administrative staff for the Paint Shop, which includes one clerk, one program manager who plans and organizes projects, and one field supervisor, is located in a rented trailer, located at 901 Rankin, in a yard shared by the Department of Electricity and the Department of Parking and Traffic. The proposed lease

BOARD OF SUPERVISORS
BUDGET ANALYST

would relocate the DPT Paint Shop to a single building at 80 Charter Oak. This building would be large enough to house all of the Paint Shop personnel (including twelve permanent painters and three administrative staff), trucks, equipment, materials and supplies.

Comments:

1. The Real Estate Department advises that the lease cost of \$4,350 per month represents a fair market value for the space at 80 Charter Oak.

2. The total annual cost for the DPT Paint Shop now is \$10,250 per year, including renting storage containers for paint and renting a trailer for administrative staff. This cost will be terminated when the Paint Shop relocates to 80 Charter Oak. Therefore, the annual proposed lease cost of \$52,200 represents an increase of \$41,950, or over four times the current cost (approximately 409 percent).

3. According to Ms. Kathryn Hile of the DPT, the placement of the DPT's Paint Shop with the DPW at 2323 Army Street, and of its administrative staff and paint storage containers with the Department of Electricity at 901 Rankin was intended to be temporary. Ms. Hile advises that the fractional placement of the Paint Shop is inefficient. Also, Ms. Hile reports, Paint Shop painters should clean and maintain trucks and equipment on rainy days, when they cannot paint. However, since the trucks and equipment are stored outside, painters cannot clean and maintain trucks and equipment on rainy days.

4. Mr. Scott Shoaf of the DPW has written a letter in support of this proposed relocation of the DPT's Paint Shop. According to this letter, the DPW has added a Graffiti Abatement Program in the past year. Also in the past year, 26 Mayor's Work Program participants have been placed in the Army Street Yard. The Army Street Yard therefore no longer has sufficient space to house the DPT Paint Shop, according to the DPW.

5. Mr. Dan McFarland of the Department of Electricity has also written a letter in support of this proposed relocation of the DPT's Paint Shop. According to this letter, the DET requires space to house the 800 MHz radio project, and to consolidate its City Hall employees at 901 Rankin Street. The DET is constructing a new modular building complex at 901 Rankin for these purposes, which will consume the space currently available for the DPT's Paint Shop, according to Mr. McFarland's letter.

6. As noted above, the proposed lease, at \$52,200 per year, would represent an annual cost increase of \$41,950, or approximately 409 percent, over the current annual cost of \$10,250 per year. Despite this 409 percent increase, the Budget Analyst believes this lease is justified, due to the increased operational efficiencies in the DPT Paint Shop noted above, and the DPW's and DET's need for the vacated space at 2323 Army and 901 Rankin.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 9 - File 25-94-24

Department: Sheriff

Item: Resolution approving the Controller's certification that the Pretrial Diversion Program for the City and County of San Francisco can continue to be practically performed by private contractor at a lower cost for the year commencing July 1, 1994 than if work were performed by City and County employees.

Services to be Performed: Pretrial Diversion Services

Description: The Controller has determined that contracting for these Pretrial Diversion services in Fiscal Year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$326,243	\$385,670
Fringe Benefits	<u>70,552</u>	<u>78,361</u>
Total	\$396,795	\$464,031
<u>Contracted Service Cost</u>	<u>359,550</u>	<u>359,550</u>
<u>Estimated Savings</u>	\$37,245	\$104,481

- Comments:**
1. The Sheriff's Department reports that Pretrial Diversion services have been continuously provided by an outside contractor and were first certified as required by Charter Section 8.300-1 in 1977.
 2. The current one-year contract, which expires June 30, 1995, is with the San Francisco Pretrial Diversion Project, a non-profit organization. The Contracted Service Cost used for the purpose of this analysis is the current contractor's cost for the Pretrial Diversion Project for Fiscal Year 1994-95.
 3. The Sheriff's Department reports that the Pretrial Diversion Project provides health care coverage for their employees.
 4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: SHERIFF
CONTRACT SERVICES: PRE-TRIAL DIVERSION PROJECT
TIME PERIOD: JULY 1, 1994 - JUNE 30, 1995

- 1) Who performed services prior to contracting out?
Pre-trial diversion was funded through federal grant monies.
Service workers performed the duties.
- 2) Number of city employees 'laid off' as a result of contracting out.
None.
- 3) Explain the disposition of employees if they were 'laid off'.
Pre-Trial Diversion workers have remained employed on this program.
- 4) What percent of City employee's time is spent on services to be contracted out?
None.
- 5) How long have services been contracted out?
Since 1977.
- 6) What was the first fiscal year for a Proposition J Certification?
Since 1977
- 7) How will contract services meet the goals of your MBE/WBE Action plan?
MBE/WBE is not affected; Pre-Trial is a non-profit organization.

SERGEANT RICHARD RIDGEWAY
Department Representative

RICHARD RIDGEWAY, SERGEANT-FINANCIAL SERVICES MANAGER
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Item 10 - File 25-94-25

Department: Sheriff

Item: Resolution approving the Controller's certification that the San Francisco Own Recognizance Project for the City and County of San Francisco can continue to practically be performed by a private contractor at a lower cost for the year commencing July 1, 1994 than if work were performed by City and County employees.

Services to be Performed: Own Recognizance Project

Description: The Controller has determined that contracting for the Own Recognizance Release Management services for Fiscal Year 1994-95 for the Sheriff's Department would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$754,608	\$877,952
Fringe Benefits	<u>155,127</u>	<u>171,433</u>
Total	\$909,735	\$1,049,385
<u>Contracted Service Cost</u>	<u>789,330</u>	<u>789,330</u>
<u>Estimated Savings</u>	\$120,405	\$260,055

- Comments:**
1. The Sheriff's Department reports that this service has been provided by an outside contractor since its conception in 1966. It was first certified as required by Charter Section 8.300-1 in Fiscal Year 1977-78.
 2. The current one-year contract, which expires June 30, 1995, is with the San Francisco Institute for Criminal Justice, a non-profit organization. The Contracted Service Cost used for the purpose of this analysis is the current contractor's cost for the Own Recognizance Project for Fiscal Year 1994-95.
 3. The Sheriff's Department reports that the San Francisco Institute for Criminal Justice provides health care coverage for their employees.

Memo to Government Efficiency and Labor Committee
July 19, 1994 Government Efficiency and Labor Committee Meeting

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: SHERIFF
CONTRACT SERVICES: SAN FRANCISCO "O.R." BAIL PROJECT
EFFECTIVE PERIOD: JULY 1, 1994-JUNE 30, 1994

Who performed services prior to contracting out?
Service was not Provided.

Number of city employees laid off as a result of contracting out?
None.

Explain the disposition of employees if they were laid off.
None 'laid off'.

What percent of city employee's time is spent on services to be contracted out?
None.

How long have services been contracted out?
Since project began in 1966.

What was the fiscal year for a Proposition J certification?
1977.

How will contract services meet the goals of your MBE/WBE Action Plan?
San Francisco "O.R." Bail Project is a non-profit organization.

GEANT RICHARD RIDGEWAY
Department Representative

GEANT RICHARD RIDGEWAY, Financial Services Manager
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Item 11 - File 25-94-26

Department: Sheriff

Item: Resolution approving the Controller's certification that the Eviction Assistance Program for the City and County of San Francisco can continue to be practically performed by a private contractor at a lower cost for the year commencing July 1, 1994 than if work were performed by City and County employees.

Services to be Performed: Eviction Assistance Program

Description: The Controller has determined that contracting for Eviction Assistance services in Fiscal Year 1994-95 would result in the following estimated savings. (The Controller's certification does not include a high and low estimate of the savings because the position classification that is required to perform these services has only one pay rate.)

City Operated Service Costs

Salaries	\$79,004
Fringe Benefits	20,697
Operating Expenses	<u>5,632</u>

Total	\$105,333
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<u>Contracted Service Cost</u>	<u>94,961</u>
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<u>Estimated Savings</u>	\$10,372
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- Comments:**
1. The Sheriff's Department reports that the Eviction Assistance Project was first certified as required by Charter Section 8.300-1 in 1984 and has been continuously provided by an outside contractor since then.
 2. The current one-year contract, which expires June 30, 1995, is with the Salvation Army, a non-profit organization. The Contracted Service Cost used for the purpose of this analysis is based on the current contractor's cost of the Eviction Assistance Project for Fiscal Year 1994-95.
 3. The Sheriff's Department reports that the Salvation Army provides health care coverage to their employees.

Memo to Government Efficiency and Labor Committee
July 19, 1994 Government, Efficiency and Labor Committee Meeting

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: SHERIFF
CONTRACT SERVICES: SALVATION ARMY
TIME PERIOD: JULY 1, 1994 - JUNE 30, 1995

-) Who performed services prior to contracting out?
The Eviction Assistance program used volunteer workers;
Funding was federally based.
-) Number of city employees 'laid off' as a result of contracting out.
None.
-) Explain the disposition of employees if they were 'laid off'.
Community service workers (3) are currently working on the program.
-) What percent of City employee's time is spent on services to be contracted out?
1-8308 Sergeant oversees the program 100%.
1-8420 Services Counselor assists in overseeing the program 100%.
-) How long have services been contracted out?
Since 1984.
-) What was the first fiscal year for a Proposition J Certification?
Since 1983-84.
-) How will contract services meet the goals of your MBE/WBE Action plan?
MBE/WBE is not affected; Salvation Army administers the program as a non-profit organization.

SERGEANT RICHARD RIDGEWAY
Department Representative

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) a

Memo to Government Efficiency and Labor Committee
July 19, 1994 Government Efficiency and Labor Committee Meeting

Item 12 - File 25-94-27

Department: Sheriff

Item: Resolution approving the Controller's certification that County Jail Food Service Management Operations for the City and County of San Francisco can be practically performed by a private contractor at a lower cost for the year commencing July 1, 1994 than if the work was performed by City and County employees.

Services to be Performed: County Jail Food Service Management Operations

Description: The Controller has determined that contracting for these food services in Fiscal Year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$419,661	\$496,062
Fringe Benefits	<u>92,853</u>	<u>102,978</u>
Total	\$512,514	\$599,040
<u>Contracted Service Cost</u>	<u>431,610</u>	<u>431,610</u>
Estimated Savings	\$80,904	\$167,430

Comments: 1. Management of the jail's food services was first certified as required by Charter Section 8.300-1 in Fiscal Year 1980-81 and has been continuously provided by an outside contractor since then.

2. The prior one-year contract with Szabo Food Service expired on June 30, 1994. The Sheriff awarded a one-month contract to Szabo for July, 1994. According to Sgt. Richard Ridgeway of the Sheriff's Department, the Department expects to renew the contract with Szabo Food Service on a month-to-month basis until October, 1994. The current one-month contract is for an expanded level of jail food services. Last year Szabo only provided management of jail food services, but in the new month-to-month contract, Szabo will also provide the jail food services that were previously provided in-house (See comment 3). The Contracted Service Cost used for the purpose of this analysis is the current contractor's cost estimate for providing all jail food services for FY 1994-95, except for services for the new jail located next to

the Hall of Justice at 850 Bryant Street. The new jail is scheduled to open in January, 1994.

According to Sgt. Ridgeway, in October, 1994, the Sheriff's Department plans to further expand the current contract to include providing food services for the Sheriff's new jail facility at 850 Bryant Street. Sgt. Ridgeway states that the contractor for this expanded contract will be selected through a competitive bidding process.

3. The Fiscal Year 1994-95 budget included the elimination of all jail food services previously performed in-house by five chefs and one cook for a total of six employees. According to Mr. Mathew Hymel of the Controller's Office, two of the six employees have been hired by the current contractor, Szabo Food Service, and four have been hired by other City departments. The Sheriff's Fiscal Year 1994-95 budget also includes contracting out food services for the new jail at 850 Bryant Street.

4. Sgt. Ridgeway reports that before the fully expanded contract could begin, including the new jail at 850 Bryant Street, another Controller's certification would be submitted to the Board of Supervisors showing that the responsibilities delineated in the expanded contract can be performed by a private contractor at a lower cost than similar work performed by City and County employees.

5. The Budget Analyst evaluated contracting out food services for the County jails in the recently completed Zero-Based Budget Project and also reported on these services during the review of the Sheriff's proposed FY 1994-95 budget.

6. The Sheriff's Department reports that Szabo Food Services provides health care coverage to their employees.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the month-to-month contractor, Szabo Food Service, is attached.

Recommendation: Approve the proposed resolution which would enable the Sheriff to contract for necessary food services for inmates at the County jails on a month-to-month basis, until October, 1994.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: SHERIFF .
CONTRACT SERVICES: FOOD SERVICE .
TIME PERIOD: JULY 1, 1994 - JUNE 30, 1995 .

- 1) Who performed services prior to contracting out?
Food service was provided by the county cooks and chefs under the direction of a Food Administrator.
- 2) Number of city employees 'laid off' as a result of contracting out.
Five chefs and one cook were removed from the budget by the Mayor's office. Effective July 1, 1994.
- 3) Explain the disposition of employees if they were 'laid off'.
One cook and one chef were offered positions with the contractor, the other four chefs were offered positions elsewhere in the City.
- 4) What percent of City employee's time is spent on services to be contracted out?
None.
- 5) How long have services been contracted out?
Since 1980.
- 6) What was the first fiscal year for a Proposition J Certification?
Since 1980-81.
- 7) How will contract services meet the goals of your MBE/WBE Action plan?
A waiver is in effect for this service. It is highly specialized and competitively bid contract.

SERGEANT RICHARD RIDGEWAY
Department Representative

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Item 13 - 107-94-4

Department: Department of Social Services (DSS)

Item: Resolution approving the plan of services for the Cal-Learn Program by the Department of Social Services.

Description: The Cal-Learn Program is part of the California Work Pays Demonstration Project, established by the passage of Senate Bills 35 and 1078. The goal of this legislation is to reduce long-term welfare dependency by assisting teen parents on Aid to Families with Dependent Children (AFDC) to stay in or return to school. DSS is required by law to submit a county plan of services for Cal-Learn to the State Department of Social Services before implementing its plan, which first must be approved locally by the Board of Supervisors.

The State's Cal-Learn legislation mandates the scope of services that Counties must provide, but allows each County the latitude to develop its program budget and plan of service delivery. Specifically, the State mandates that each County (a) contract with the local Adolescent Family Life Program (AFLP) to provide case management services, (b) provide childcare and supportive services (such as school books and transportation) for teen parents while they attend school, and (c) provide financial incentives and penalties linked to school performance, administered through AFDC. The County's proposed budget and plan of implementation is subject to the approval of the Board of Supervisors and the State Department of Social Services.

The Cal-Learn legislation mandates that all pregnant teens and custodial teen parents (teenagers who have sole custody of their children) who are on AFDC and do not have a high school diploma will be required to attend full-time school programs that will lead to a high school diploma or its equivalent. All AFDC teen parents must participate in Cal-Learn unless they are deferred or exempted.

The Cal-Learn program was designed to replace the current Teen GAIN program. According to the State regulations, both Cal-Learn and GAIN mandate the Counties to provide case management and supportive services, but Cal-Learn legislation added required financial incentives such as a \$100 bonus for maintaining a C average or above, and penalties such as a \$100 reduction in a family's aid for failing to achieve D grade average. These bonuses and sanctions are applied directly to a family's AFDC payment, but penalties

will not exceed \$50 per month. A \$500 bonus will be paid directly to the teenager upon graduation or its equivalent.

Some components of the Cal-Learn Program will be implemented by divisions of DSS, while other components will be provided by outside organizations under contract with DSS. The Employment and Training Services (ETS) Division of DSS will coordinate the Cal-Learn Program and monitor the contracts. Case management services will be provided by Teenage Adolescent Parenting Program (TAPP), the Adolescent Family Life Program (AFLP) provider in San Francisco (the Cal-Learn legislation requires that each county contracts case management services with the local AFLP). DSS has contracts with child care organizations such as the Children's Council for the provision of supportive services such as child care. Other supplemental services such as tutoring will also be provided through contracts with local organizations. The AFDC Division of DSS will be responsible for referrals, bonuses and sanctions.

Budget:

The estimated cost of the Cal-Learn program in San Francisco is \$1,663,345 in 1994-95, based on a DSS estimated client base of approximately 200 pregnant and parenting AFDC teenagers. According to the proposed DSS plan, the first 100 teen parents will be enrolled in September, 1994 and the remaining 100 will be enrolled in October 1994. The program will be funded from State and Federal funds, as follows:

Case Management Services

\$253,000

TAPP will provide case management services under a contract with DSS. Funds for case management are estimated at \$1,650 per year per case, or \$137.50 per "case-month" (\$1,650 per case per year divided by 12 months per year). The case load is expected to be 100 clients by September, 1994 and an additional 100 clients by October, 1994. Total "case-months" equals 100 clients times 10 months (September 1994 through June 1995) plus 100 clients times nine months (October 1994 through June 1995), or 1,900. DSS assumes approximately 60 case-months will not be included in the cumulative caseload due to exemptions (such as illness or unavailability of or lack of program funding for transportation or for child care services), and therefore calculates a total cumulative caseload of 1,840 case-months (1,900 case-months minus 60 exempt case-months).

County Program Administration

\$36,708

Administrative costs (including eligibility work) are calculated based on the County's eligibility worker salary and overhead (\$39.90 per hour in San Francisco) x 0.5 hour per case month x 1,840 case-months. These services will be provided by DSS ETS eligibility workers who are currently providing case management services to teenagers in the Teen GAIN program.

Child Care Support Services

\$1,351,059

Child care costs were estimated by applying various hourly rates for child care to an estimated 340 children times a specific number of child care hours. DSS assumed that 60% of children would receive unlicensed child care (at a lower rate per hour), and the remaining 40% would receive licensed child care, and that the child care rate is higher for children age two and under. The weighted average hourly rate for child care used by DSS is approximately \$2.86. DSS assumed that some children will require part-time child care while others will require full-time care, and that child care is needed for nine months (or 39 weeks) while the teenager attends school. The weighted average hours of child care is approximately 35.626 hours per week. Therefore, the total cost for child care is 340 children x \$2.86 per hour x 35.626 hours per week x 39 weeks per year, for a total of approximately \$1,351,059.

Transportation Support Services

\$21,578

Transportation costs were calculated by applying the monthly rates for a MUNI Fast Pass times the estimated number of teenagers in each age group (130 teens under 18 years old x \$7.75 per month x 9 months, or approximately \$9,068, plus 40 teens age 18 and over x \$34.75 per month x 9 months, or \$12,510, for a total of approximately \$21,578).

Ancillary Services

\$1,000

Ancillary costs of \$1,000 were estimated based on historical GAIN experience.

TOTAL

\$1,663,345

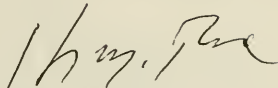
Once San Francisco DSS's Cal-Learn Program plan is approved by the Board of Supervisors and the State Department of Social Services, DSS can begin implementing the program and submitting claims to the State for program expenditures. The State will reimburse the City and County 100 percent for expenditures within the approved budget. The \$1,663,345 of anticipated expenditures are included in DSS's 1994-95 budget, along with the same amount in revenues from the State for the Cal-Learn program.

Comments:

1. Ms. Judy Bley, Director of Planning and Budget at DSS, reports that expenditures for the Cal-Learn program (within the approved budget) are fully reimbursed by the State with both State and Federal funds. No local funds are used for the implementation of the Cal-Learn program. If additional funds are needed due to a larger than estimated client base, DSS must apply for supplemental approval from the State DSS for any additional expenditures.
2. According to Ms. Bley, this proposed Cal-Learn plan will require no additional dedication of DSS staff. Eligibility workers at the ETS division of DSS currently provide case management services to teenagers for the Teen GAIN program. As mandated by the State Cal-Learn legislation, case management services under Cal-Learn will be provided by TAPP, and DSS workers will be responsible only for the oversight and administration of the program, replacing their current Teen GAIN program case management responsibilities.
3. As previously noted, the State's Cal-Learn legislation mandates the scope of services that counties must provide, but allows each County to develop a proposed budget and plan of implementation. This proposed budget and implementation plan is subject to approval by the Board of Supervisors and the State Department of Social Services.

Memo to Government Efficiency and Labor Committee
July 19, 1994 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution.


Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

TUESDAY, AUGUST 2, 1994

1:00 PM

Room 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

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Disability Access

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item:
 - a. File 146-94-3.1. [Grant - Childhood Lead Poisoning Prevention] Resolution authorizing Department of Public Health, Childhood Lead Prevention Program, to accept and expend a grant of \$1,266,382, which includes indirect costs of \$86,292 based on 15% of salaries from the State Department of Health Services for childhood lead poisoning prevention activities; see File 146-94-3. (Department of Public Health)

ACTION:

- b. File 214-94-7. [Juvenile Probation, Log Cabin Ranch, Grant Funds] Resolution authorizing the Juvenile Probation Department to accept and expend grant monies of \$301,288 from State of California, Department of Youth Authority, for the administration of Log Cabin Ranch; waiving indirect costs. (Juvenile Probation Department)

ACTION:

- c. File 23-94-3. [Claims, Waiving Statute of Limitations] Resolution waiving the statute of limitations with respect to payment of two warrants of the City and County of San Francisco totalling \$1,201.79, a legal obligation of the City and County of San Francisco (Edmond C. Burke, \$822.47 and Gerald J. McCarthy, \$379.32). (Controller)

ACTION:

- d. File 61-94-5. [Water Dept./Granting Extension of Time] Resolution granting extension of time for awarding Water Department Contract No. WD-2120, 8-inch ductile iron main installation in Hyde Street between McAllister and California Streets and Turk Street between Hyde and Larkin Streets. (Public Utilities Commission)

ACTION:

- e. File 38-94-12. [Acceptance of Maintenance Endowment] Resolution accepting a maintenance endowment of \$30,000 for use by the Recreation and Park Department. (Recreation and Park Department)

ACTION:

- f. File 148-94-2.1. [Release of Reserved Funds] Hearing requesting release of reserved funds, Public Works, in the amount of \$612,344, for contractual services for roadway work on City streets in accordance with the State-Local Transportation Partnership Program, 4th Cycle. (Department of Public Works)

ACTION:

REGULAR CALENDAR

2. File 169-94-2. [Street Artist Selling Spaces] Resolution designating for one year five selling spaces on Jefferson Street, south side, Hyde to Leavenworth Streets and four selling spaces on Beach Street, north side, Hyde to Leavenworth Streets, for street artists certified by the Art Commission; providing for review of the nine designations in one year. (Supervisors Hallinan, Alioto)

ACTION:

3. File 176-94-3. [Youth Carriers, San Francisco Newspaper Agency] Hearing to consider the status of the Youth Carrier program. (Supervisors Hallinan, Alioto)

ACTION:

4. File 32-94-3. Hearing to consider the recent increase in rates for Viacom cable lifeline subscribers. (Supervisors Bierman, Alioto)

ACTION:

5. File 172-94-27. [Mutual Aid Agreement - WESTDIV] Resolution approving the mutual aid agreement between the San Francisco Fire Department and Commander, Western Division, Naval Facilities Engineering Command, San Bruno, for fire protection services at Hunters Point Annex. (Fire Department)

ACTION:

6. File 39-94-7. [Grand Jury Report] Hearing transmitting copy of final report issued by the 1993-94 Civil Grand Jury report entitled "Classifications & Collective Bargaining". (Grand Jury)

ACTION:

7. File 93-94-21. [Memorandum of Understanding] Resolution ratifying MOU between International Union of Operating Engineers, Local 39 and the City and County of San Francisco. (Department of Human Resources)

ACTION:

8. File 39-94-5. [Grand Jury Report] Hearing transmitting copy of final report issued by the 1993-94 Civil Grand Jury report entitled "Construction Contract Management: The New Jail Facility". (Grand Jury)

ACTION:

9. File 25-94-27. [Contract Out, County Jail Food Service Management Operations] Resolution approving Controller's certification that County Jail Food Service Management Operations for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1994, than if work were performed by City and County employees. (Sheriff)
(Consideration continued from 7/19/94)

ACTION:

10. File 25-94-28. [Prop J Contract, Muni Railway, Security Services] Resolution concurring with Controller's certification that uniformed security services can be practically performed for the Municipal Railway by a private contractor for a lower cost than similar work services performed by City and County employees. (Municipal Railway)

ACTION:

11. File 30-94-20. [Contract, Health Care Services to Solano County] Ordinance authorizing and approving contract for the provision of health care services to Solano County Medi-Cal patients. (Department of Public Health)

ACTION:

12. File 64-94-13. [Lease of Property] Resolution authorizing extensions and renewal of certain existing leases of real property required by the Department of Public Health. (Real Estate Department)

ACTION:

13. File 65-94-15. [Lease Renewal, 25 Van Ness Ave, Bull's Texas Cafe] Ordinance authorizing and approving renewal of a lease of space in City-owned property at 25 Van Ness Avenue, consisting of a portion of the ground floor, to Liu's Family and Restaurant Management, Inc., commencing retroactively as of July 1, 1994. (Real Estate Department)

ACTION:

14. File 107-94-4. [Cal-Learn Program, Dept. of Social Services] Resolution approving the plan of services for the Cal-Learn Program by the Department of Social Services. (Department of Social Services) (Consideration continued from 7/19/94)

ACTION:

15. File 172-94-28. [Contract, CCSF & S.F. Child Abuse Council] Resolution authorizing Social Services to enter into contract retroactively between the City and County of San Francisco and San Francisco Child Abuse Council, Inc. in the amount of \$25,000 from the County's Children Trust Funds for provision of education and training around child abuse and neglect to mandated reporters to include professional, Community and City organizations, for the period of 7/1/94 - 6/30/95. (Department of Social Services)

ACTION:

16. File 172-94-29. [Contract, DSS, CCSF & Univ. of California] Resolution authorizing Social Services to enter into contract retroactively between the City and County of San Francisco and University of California Early Parenting Project in the amount of \$172,076 of which \$123,000 is from the County's Children's Trust Fund for provision of In-Home Support Services to DSS-Linked Families when substance abuse is a factor which negatively affects parenting skills and to DSS-Linked At-Risk Families where additional risk factors may include, but not be limited to, inadequate social support, mental health or cultural adjustment problems which negatively affect parenting skills for period of 7/1/94 - 6/30/95. (Department of Social Services)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under provisions of Government Code Section 54956.9(a) to discuss the proposed settlement of the lawsuit listed below involving the City and County of San Francisco. This Motion would be made on the basis that discussion in open session of this proposed settlement would prejudice the position of the City in this lawsuit.

17. File 45-94-45. [Settlement of Litigation, Tony Yuen] Ordinance authorizing settlement of litigation of Tony Yuen v. CCSF, et al against the City and County of San Francisco by payment of \$11,000. (Municipal Court No. 069-172) (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlement listed above at this time and may move not to disclose any information at this time.

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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AUG 2 1994

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July 29, 1994

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: August 2, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - File 146-94-3.1

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health's Childhood Lead Prevention Program to accept and expend a grant of \$1,266,382, which includes indirect costs in the amount of \$86,292, based on 15 percent of salaries, from the California Department of Health Services for childhood lead prevention activities.

Grant Amount: \$1,266,382

Grant Period: Fiscal Years 1994-95 and 1995-96

Source of Funds: California Department of Health Services

Project: Childhood Lead Prevention Program

Description: In April of 1994, the Board of Supervisors authorized the Department of Public Health (DPH) to apply for a grant in the amount of \$1,266,382 for the Childhood Lead Prevention Program. The proposed resolution would authorize the DPH to accept and expend this grant.

The Childhood Lead Prevention Program, which was created by the City's Comprehensive Environmental Lead Poisoning

Prevention Ordinance and approved by the Board of Supervisors in 1992, is designed to provide screening, prevention and case management services to all identified lead-poisoned children with blood lead levels of ten micrograms per deciliter or higher. Mr. Jack Breslin, Assistant Director of DPH's Bureau of Environmental Health Services, reports that the program is currently overseeing 103 open cases and since its inception, the program has overseen 246 cases.

The DPH advises that the proposed grant would be used to accomplish the following objectives:

- Conduct comprehensive screening for lead poisoning in all children under six years old in the City's health centers and clinics by contracting with two phlebotomists, which are health technicians specially trained to draw blood. The additional volume of blood samples anticipated from the DPH facilities will be processed at the University of California at San Francisco (UCSF)/San Francisco General Hospital (SFGH) Metals Laboratory, where the Childhood Lead Program will also fund a 0.60 FTE Lab Technician position.
- Use epidemiological analyses of blood screening to identify City neighborhoods that are especially at risk for childhood lead poisoning, including Hunters Point, the Tenderloin, the Western Addition and Chinatown. Grant funding would support a 0.50 FTE Senior Physician Specialist position, which was eliminated in DPH's 1994-95 budget, and a 0.50 FTE Research Assistant.
- Continue implementation of City-wide health education mandates under the Comprehensive Environmental Lead Poisoning Prevention Ordinance. Grant funding would support a new, full-time Assistant Health Educator position.
- Continue implementation of Section 1626 of the San Francisco Health Code, which requires environmental case investigations into the homes of children with elevated blood lead levels. The proposed grant would fund a full-time Senior Industrial Hygienist position for this function.

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Budget:

<u>Category</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Two-year Total (FY 1994-95 and 1995-96)</u>	
<u>Personnel:</u>				
2232 Senior Physician	0.50	\$51,026	\$102,052	
6139 Senior Industrial Hygienist	1.00	75,429	150,858	
1844 Senior Management Assistant	1.00	51,548	103,096	
1424 Clerk Typist	1.00	30,224	60,448	
1652 Senior Accountant	0.25	11,132	22,264	
2819 Assistant Health Educator	1.00	47,450	94,900	
1802 Research Assistant	0.50	<u>20,828</u>	<u>41,656</u>	
Subtotal - Salaries		\$287,637	\$575,274	
Mandatory Fringe Benefits (19%)		\$54,651	\$109,302	
Indirect Costs (15% of Salaries)		<u>43,146</u>	<u>86,292</u>	
Subtotal - Personnel	5.25	\$385,434		\$770,868
<u>Contractual Services:</u>				
City Attorney (219 hrs./yr. @ \$102.74/hr.)		\$22,500	\$45,000	
DPW Lab Services		3,385	6,770	
Community-based Organizations Contracts		15,000	30,000	
UCSF/SFGH Affiliation Agreement (for clinical lab services):				
Metals Lab Technician	0.60	33,413	66,826	
Phlebotomist	2.00	54,000	108,000	
Fringe Benefits (22%)		<u>19,231</u>	<u>38,462</u>	
Subtotal - Contractual	2.60	\$147,529		<u>295,058</u>
Total - Personnel & Contractual Services	7.85	\$532,963		\$1,065,926

Operating Expenses:

<u>Category</u>	<u>FY 94-95 Cost</u>	<u>FY 95-96 Cost</u>	<u>Two-year Total (FY 1994-95 and 1995-96)</u>	
<u>Equipment:</u>				
Equipment (See Attachment I)	\$28,276	\$0	\$28,276	
Atomic Absorption Spectrometer (for blood lead level analysis)	<u>25,000</u>	<u>0</u>	<u>25,000</u>	
Subtotal - Equipment	\$53,276	\$0		\$53,276

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Category	FY 94-95 Cost	FY 95-96 Cost	Two-year Total (FY 1994- 95 and 1995-96)
<u>Materials and Supplies:</u>			
General Expenses	\$4,000	\$4,180	\$8,180
Printing	12,000	13,000	25,000
Postage	<u>5,000</u>	<u>5,000</u>	<u>10,000</u>
Subtotal - M&S	\$21,000	\$22,180	\$43,180
<u>Facilities/Space:</u>			
Telephone	\$9,000	\$9,000	\$18,000
Rent	<u>27,000</u>	<u>27,000</u>	<u>54,000</u>
Subtotal - Facilities	\$36,000	\$36,000	72,000
<u>Other Expenses:</u>			
Travel	\$5,000	\$5,000	\$10,000
Training	7,000	5,000	12,000
Ordinance Mandates (info bulletins, etc.)	<u>5,000</u>	<u>5,000</u>	<u>10,000</u>
Subtotal - Other	\$17,000	\$15,000	<u>32,000</u>
Total - Operating Expenses	<u>\$127,276</u>	<u>\$73,180</u>	<u>\$200,456</u>
TOTAL - GRANT BUDGET			<u><u>\$1,266,382</u></u>

Required Match: None

Indirect Costs: \$86,292, based on 15 percent of the estimated salary costs of \$575,274 for Fiscal Years 1994-95 and 1995-96.

Comments:

1. The effective date of the proposed grant is July 1, 1994. Ms. Karen Cohn of the DPH advises that grant funds have not yet been received. However, the Bureau of Epidemiology has incurred expenses since July 1, 1994 for the salary and fringe benefits of the 0.50 FTE Senior Physician Specialist position, in anticipation of approval of the proposed grant. Therefore, the proposed resolution should be amended to provide for ratification of action previously taken.

2. Ms. Cohn advises that the computer equipment (See Attachment I) has been approved by the Electronic Information Processing Steering Committee (EIPSC).

3. Attachment II is the "Summary of Grant Request," as prepared by DPH.

4. The DPH has completed a "Disability Access Checklist," which is in the file.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

- Recommendation:**
1. Amend the proposed resolution by providing for ratification of action previously taken.
 2. Approve the proposed resolution, as amended.

EXHIBIT C: EQUIPMENT DETAIL BUDGET**I. OFFICE EQUIPMENT**

3 each	file cabinets	885
6 each	book shelves	1056
2 each	answering machines	320
3 each	work station tables	1278
6 each	desks	2370
6 each	VDT chairs	1476
1 each	35 mm camera	250
1 each	slide projector	650
1 each	projection screen	400
1 each	video camera	1000
1 each	video player	500
1 each	video projector	1600

II. DATA PROCESSING EQUIPMENT

1 each	Gateway 2000 486DX1/66v personal computer	3385
2 each	Gateway 2000 486DX1/33 personal computer	4740
3 each	Microsoft office bundle with Windows	525
3 each	EtherWORKS interface boards	1035
3 each	Norton Desktop	285
1 each	Norton Anti-virus	95
1 each	Paradox for Windows	199
1 each	Microsoft Project	412
1 each	Microsoft Publisher	325
1 each	SAS Statistical Package	1000
1 each	Map-Info Software	800
3 each	Shipping Charges for Gateway	285
1 each	HP Laserjet 4 Printer	2400
3 each	Glare Sentry	600
2 each	Power Director Plus	360
3 each	Mouse Pad	45

TOTAL EQUIPMENT	28,276
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for community-based organizations

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Item 1b - File 214-94-7

Department: Juvenile Probation Department

Item: Resolution authorizing the Juvenile Probation Department to accept and expend a new grant allocation from the State of California, Department of Youth Authority, for administering two programs at Log Cabin Ranch, and waiving indirect costs.

Grant Amount: \$301,288

Grant Period: July 1, 1993 through June 30, 1994

Source of Funds: State of California, Department of Youth Authority

Projects: Aftercare Program
Camp Challenge Program

Description: The proposed new grant allocation would be used by the Juvenile Probation Department to support two new contract programs, the Aftercare Program and the Camp Challenge Program at Log Cabin Ranch. The Juvenile Probation Department advises that the purpose of the Aftercare Program is to assist youths in their transition from Log Cabin Ranch to the community. According to the Department, a major thrust of this proposed program is to provide remedial services in a supervised setting, particularly for times of the day when the youths are not in school or at work. Specific services to be provided under this program would include interpersonal skills development, academic and vocational assistance and family counseling. The Juvenile Probation Department reports that the Camp Challenge Program will be aimed at providing a structured framework wherein the youths will learn and practice social and problem skills in a physically demanding setting.

Budget: Contract Services \$301,288

Required Match: None

Indirect Costs: None - The State grantor does not permit this grant allocation to be used for indirect costs. As such, the proposed legislation provides for indirect costs to be waived.

Comments: 1. As noted above, the term of the proposed grant allocation is July 1, 1993 through June 30, 1994. The Juvenile Probation Department reports that it was unable to implement the two grant programs during the designated grant period due to

BOARD OF SUPERVISORS
BUDGET ANALYST

complexities in the departmental programmatic approval process. According to Mr. Ace Tago of the Juvenile Probation Department, the State has authorized the Department to carry forward and expend the \$301,288 grant allocation in FY 1994-95. Mr. Tago advises that no expenditures have been incurred against this grant allocation. Therefore, the proposed legislation does not need to be amended to authorize expenditure of these funds retroactively.

2. The Juvenile Probation Department advises that the contractors have not, as yet, been selected to provide the above-noted program services. As such, the proposed \$301,288 should be placed on reserve pending the Department's selection of contractors, the MBE/WBE status of the contractors and the contract cost details.

3. The proposed legislation, in addition to authorizing the acceptance and expenditure of the proposed grant allocation in the amount of \$301,288, would also authorize the acceptance and expenditure of an additional estimated \$310,000 for FY 1994-95. However, Mr. Tago advises that, in the interim, since this legislation was drafted, cuts in the State budget have resulted in the \$310,000 no longer being available to the City. Therefore, the proposed legislation should be amended to delete reference to the \$310,000 from the body of the legislation.

4. The Juvenile Probation Department reports that this request does not include authorization for the Department to apply for this grant allocation because the City is not required to submit a formal application (grant proposal) in order to receive these funds. According to the Department, the State allocates these funds on a formula basis, which is based on the average daily population at Log Cabin Ranch.

5. Attached is a grant summary, as prepared by the Juvenile Probation Department, for the proposed grant allocation.

6. The Juvenile Probation Department has prepared a Disability Access Checklist for the proposed grant programs, which is on file with the Clerk of Board's Office.

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

- Recommendations:**
1. Amend the proposed resolution to (1) reserve the proposed \$301,288 pending the Department's selection of contractors, the MBE/WBE status of the contractors and the contract cost details and (2) delete reference to authorizing the acceptance and expenditure of an additional \$310,000 for FY 1994-95.
 2. Approve the proposed resolution as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Juvenile Probation Department

Contact Person: Ace A. Tago Telephone: 753-7560

Project Title: AFTERCARE PROGRAM & CAMP CHALLENGE FOR LOG CABIN RANCH

Grant Source: AB 799 - State of California

Proposed (New / ~~Continuation~~) Grant Project Summary:

- I. Aftercare Program: The proposed program is to help youth with transition from Log Cabin Ranch to the community. The essential theme in day treatment centers is to provide remedial services in a supervised setting, particularly for times of the day when youths are not in school or at work. The proposed program will combine a three track afterschool program (with tracks for interpersonal skills development, academic and for vocational assistance, and family counseling) and provision for high visibility supervision of youth in the program.
- II. Camp Challenge Program: The proposed program will provide a structured approach wherein the youths will learn and practice social and problem solving skills in a physically demanding setting.

Amount of Grant Funding Applied for: \$301,288

Maximum Funding Amount Available: Based on Average Daily Population in camps.

Required Matching Funds: 0

Number of Positions Created and Funded: -0-

Amount to be Spent on Contractual Services: \$301,288

Will Contractual Services be put out to Bid? Yes

Grant Application Information Form
Page 2

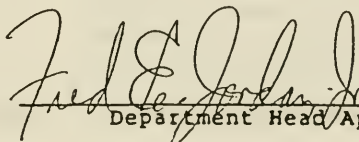
Term of Grant: July 1, 1994 - June 30, 1995

Date Department Notified of Available funds: October 25, 1993

Application Due Date: N/A

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

- (1) AB 799 added Article 7.5 (commencing with Section 1820 - 1820.55) to Chapter 1 of Division 2.5 of the Welfare and Institutions Code relating to juvenile offenders. The new Act is called the "Juvenile Offender Local Prevention and Corrections Act."
- (2) The administering agency is the State of California Department of Youth Authority (CYA) "to work with counties to develop boot camp programs for the provision of services in a highly structured military style environment."
- (3) The law took effect immediately because it was considered an urgency statute.
- (4) Funds are distributed on the basis of average daily population in the camps with a guarantee from the counties that the maximum bed capacity in existence in the camps as of June 30, 1963 shall remain at that level or higher.
- (5) Funds shall be used only for the purpose of confinement, discipline, and treatment of juvenile offenders in juvenile county ranches, camps, or forestry camps.
- (6) The county's juvenile ranches possess, at a minimum, (a) a residential treatment program, (b) a structured and disciplined program for each resident, (c) individual counseling, (d) physical fitness training, (e) social alternatives to gangs, drugs, and alcohol, including gang intervention where appropriate, (f) work experience and vocational training through work crew assignments, (g) access to remedial education, and (h) coordination with parents or guardians in preparation for family reunification.



Department Head Approval

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Item 1c - File 23-94-3

Department: Controller's Office

Item: Resolution waiving the statute of limitations with respect to the payment of two warrants of the City and County of San Francisco totalling \$1,201.79, a legal obligation of the City and County of San Francisco.

Description: According to Section 10.182 of the San Francisco Administrative Code, a warrant issued by the City becomes void one year from the date issued. The payee of the warrant may present the warrant to the Controller for payment up to three years from the date that it was rendered invalid, or four years from the original issue date. After that point, the Controller may no longer pay such a warrant because the statute of limitations has expired, unless approval is obtained from the Board of Supervisors.

The proposed resolution would waive the statute of limitations and would authorize the Controller's Office to replace a) a warrant #516-3414266 issued to Mr. Edmond Burke, a current employee of San Francisco General Hospital (SFGH), on August 16, 1988, in the amount of \$822.47, and b) a warrant #515-3290348 issued to Mr. Gerald McCarthy, who is currently employed by the Police Department, on June 30, 1978, in the amount of \$379.32, for a total of \$1,201.79.

Comments: 1. According to Mr. Ornardo Layug of the Controller's Office, Warrant #516-3414266 was issued to Mr. Burke by the Department of Public Health (DPH). Mr. Layug advises that Mr. Burke misplaced this warrant, which has never been cashed and has been canceled by the Controller's Office. According to Mr. Layug, there are sufficient funds in the FY 1994-95 General City Responsibilities budget to pay the new warrant, which would be reissued by the Controller's Office.

2. According to Mr. Layug, Warrant #515-3290348 was issued to Mr. McCarthy by the Police Department. Mr. Layug advises that Mr. McCarthy misplaced this warrant, which has never been cashed and has been canceled by the Controller's Office. According to Mr. Layug, there are sufficient funds in the FY 1994-95 General City Responsibilities budget to pay the new warrant, which would be reissued by the Controller's Office.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Item 1d - 61-94-5

Department: Public Utilities Commission (PUC)

Item: Resolution granting extension of time for awarding San Francisco Water Department Contract No. WD-2120, 8-inch Ductile Iron Main Installation in Hyde Street between McAllister and California Streets and Turk Street between Hyde and Larkin.

Description: Section 6.1 of the San Francisco Administrative Code requires that the Board of Supervisors approve the extension of time to award a contract if the award of the contract is not made within 30 days of the acceptance of the bid, or within an additional 30 days (for a total of 60 days) if required for implementation of affirmative action under Chapter 12B.

The proposed resolution would grant the PUC an extension of time for awarding San Francisco Water Department Contract Co. WD-2120. The contract work to be performed consists of replacing 3,200 feet of existing cast iron water mains, originally installed in 1872.

Comments:

1. According to Mr. Carlos Jacobo of the PUC, a bid protest was received for the subject contract, and due to the time required to investigate and resolve the bid protest, the contract was not awarded within 60 days after the bids were accepted on September 21, 1993. Mr. Jacobo reports that the PUC originally selected the lowest bidder, Pan Marine Constructors, Inc. (a WBE firm), for award of the subject contract. The second lowest bidder, P & J Utility Company, filed a bid protest claiming that Pan Marine Constructors, Inc. did not meet the 25 percent MBE participation requirement included in the bid specifications by the PUC Contract Compliance Office. The PUC, after consulting with the City Attorney's Office, determined that Pan Marine Constructors, Inc. did not meet the 25 percent MBE participation requirement.

2. Mr. Jacobo reports that the PUC has now selected the second lowest bidder, P & J Utility, for the award of the subject contract. A listing of the bids received is as follows:

<u>Company</u>	<u>Bid Amount</u>
Pan Marine Constructors, Inc.	\$458,725
P & J Utility Company	485,250
Shaw Pipeline Inc.	564,925

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Mr. Jacobo reports that P & J Utility, the selected contractor, is not a MBE/WBE firm but will subcontract 23.9 percent of the work to MBE firms. A listing of the MBE subcontractors, their type of work and their subcontracting fees are as follows:

<u>Company</u>	<u>Type of Work</u>	<u>Subcontracting Fee</u>
Esquivel Paving	Asphalt Paving	\$49,000
Vickers Concrete Sawing	Concrete Cutting	25,000
L.T. Higgins Trucking	Trucking	<u>42,000</u>
Total MBE Subcontractors		\$116,000

3. Mr. Jacobo reports that, subject to approval of this proposed resolution, Water Contract No. WD-2151 will be awarded to P & J Utility Company in the amount of \$485,250, to be funded out of Water Department bond revenues previously approved by the Board of Supervisors (File No. 101-90-121.4). Mr. Jacobo advises that the contract work is anticipated to be completed within 120 working days from the date that the contract is awarded.

4. Mr. Jacobo requests that the proposed resolution be continued to allow the PUC to reexamine the MBE/WBE participation of P & J Utility because P & J Utility, by subcontracting 23.9 percent of the work to MBE firms, does not meet the 25 percent MBE participation requirement of PUC.

Recommendation: Continue the proposed resolution as requested by the PUC to the next scheduled meeting of the Government Efficiency and Labor Committee.

Item 1e - File 38-94-12

Department: Recreation and Park Department

Item: Resolution accepting a maintenance endowment in the amount of \$30,000 for use by the Recreation and Park Department to maintain the Goddess of Democracy statue at Portsmouth Square.

Amount: \$30,000

Description: The proposed resolution would accept an endowment of \$30,000 from the Goddess of Democracy Project for the maintenance of the Goddess of Democracy statue recently placed in Portsmouth Square. The Goddess of Democracy statue, a gift to the City from the San Francisco Goddess of Democracy Project, is an eight-foot tall cast bronze statue weighing 600 pounds that is mounted on a 21 square foot granite base. The Goddess of Democracy Project is a local group that was formed specifically for the purpose of raising funds to place the Goddess of Democracy statue in Portsmouth Square and to provide maintenance to the statue.

The Recreation and Park Department has signed a maintenance endowment agreement with the Goddess of Democracy Project. The agreement stipulates that the \$30,000 endowment will be placed in an interest bearing account, such interest to be used to fund the maintenance of the Goddess of Democracy statue. Annual maintenance, which includes cleaning, the application of a protective coating, and the correction of damage resulting from vandalism, will be conducted under the supervision of the Art Commission for as long as the statue remains in Portsmouth Square.

According to Ms. Deborah Learner of the Recreation and Park Department, the annual maintenance cost for the Goddess of Democracy statue should not exceed \$5,000. Ms. Learner advises that the Department, after consulting with the Treasurer's Office, expects that the interest earnings on the proposed \$30,000 endowment should be sufficient to cover the statue's maintenance costs. If maintenance costs during any successive five-year period exceed the interest earned on the \$30,000 endowment because of, for example, major vandalism, the Recreation and Park Commission may approach the project sponsor for additional endowment funds or may consider returning the statue to the Goddess of Democracy Project. Interest earnings accrued in excess of

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

the average annual expenditure required for statue maintenance during each successive five-year period may be used to maintain other monuments, plaques or artwork in Portsmouth Square.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Item 1f - File 148-94-2.1

Department: Department of Public Works (DPW)

Item: Requesting release of reserved funds in the amount of \$612,344 for contractual services for roadway work on City streets, in accordance with the State-Local Transportation Partnership Program, Fourth Cycle.

Amount: \$612,344

Source of Funds: California Department of Transportation

Description: The Board of Supervisors previously approved a resolution authorizing the Department of Public Works (DPW) to apply for, accept and expend a State grant in the amount of \$1,172,241 under the State-Local Transportation Partnership Program, plus \$4,053,979 in local match funds consisting of Sales Tax revenue from the San Francisco Transportation Authority, to fund transportation improvements throughout the City, such as street reconstruction and street resurfacing. At the same time, the Board of Supervisors placed the entire \$1,172,241 grant amount on reserve, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors.

The DPW is now requesting that \$612,344 of the \$1,172,241 that was placed on reserve be released to fund contractual services for the fourth year of the State-Local Transportation Partnership Program's ten-year term.

Budgets: The contract amounts, sources of funding, contractors, subcontractors and MBE/WBE participation for each of the six street improvement projects are as follows:

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Project	Contract Amount	Sources of Funding		
		Other Funds	Sales Tax	State Grant
<u>Various Locations - Concrete Street</u>				
<u>Reconstruction</u>	\$855,573	\$333,148*	\$405,245	\$117,180

This project would include street reconstruction at the following locations:

- 20th St. (Caroline St. to Rhode Island St.)
- Shotwell St. (Mirabel St. to Montezuma St.)
- Elsie St. (Costo St. to Eureka St.)
- 22nd St. (Diamond St. to Eureka St.)
- Duboce Ave. (Castro St. to Divisadero St.)
- Rhode Island St. (Southern Heights to 22nd St.)

Prime Contractor:

Inter-Coastal, Joint Venture (Interstate, Inc. - 21.1%
and Coastal Construction, MBE - 22.0%)

Subcontractors:

P & K Trucking (MBE) - 5.8%
Vickers Concrete Service (MBE) - 2.3%
M. H. Construction (MBE) - 12.2%
Coastal Construction Project Mgmt. - 18.7%
Interstate Grading & Paving - 17.9%

Total MBE Participation - 42.3%

Alabama, Natoma, 25th & Bryant Streets

<u>Pavement Renovation</u>	529,175	0	410,481	118,694
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This project would include the resurfacing of the following streets:

- Alabama St. (Treat Ave. to Army St.)
- Natoma St. (Seventh St. to Ninth St. and Tenth St. to South End)
- Bryant St. (Division St. to 17th St.)
- 25th St. (Hampshire St. to Florida St.)

Prime Contractor:

Esquivel Grading & Paving, Inc. (MBE) - 69.5%

Subcontractors:

P & K Trucking (MBE) - 16.6%
Ruiz & Associates (MBE) - 3.8%
S. F. Grinding - 10.1%

Total MBE Participation - 89.9%

* This contract also included sewer work on 20th, Shotwell, Elsie, 22nd and Rhode Island Streets and on Duboce Avenue, which was paid for by 1993-94 Sewer Service Charge revenue funds in the amount of \$133,148. The DPW advises that the subject State grant funds may not be used to pay for sewer work.

Memo to Government Efficiency and Labor Committee
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Project	Contract Amount	Sources of Funding		
		Other Funds	Sales Tax	State Grant
<u>Loomis St. Pavement Renovation</u>	544,652	\$0	\$422,487	\$122,165
This project provides for the resurfacing of Loomis Street, from Industrial Street to McKinnen Avenue.				
<u>Prime Contractor:</u>				
Marinship Construction Services, MBE (41.1%)/				
Ghilotti Brothers Construction (38.7%),				
Joint Venture				
<u>Subcontractors:</u>				
King C. Electric (MBE) - 2.8%				
P & K Trucking (MBE) - 17.4%				
Total MBE Participation - 61.3%				
<u>Various Locations - Pavement Renovation</u>	616,532	421,383**	151,377	43,772
This project provides for the resurfacing of Clipper Street, from Castro Street to Dolores Street.				
<u>Prime Contractor:</u>				
Inter-Coastal, Joint Venture (Interstate, Inc. - 8.7%				
and Coastal Construction, MBE - 9.0%)				
<u>Subcontractors:</u>				
Vickers Concrete Service (MBE) - 3.0%				
A. Ruiz Construction (MBE) - 16.1%				
P & K Trucking (MBE) - 3.6%				
Coastal Construction Project Mgmt. - 30.5%				
Interstate Grading & Paving - 29.1%				
Total MBE Participation - 31.7%				
<u>Castro and Bartlett Streets Renovation</u>	998,867	471,866***	408,795	118,206
This project provides for the resurfacing of Castro Street, from 18th Street to 30th Street, and of Bartlett Street, from 21st Street to Army Street.				
<u>Prime Contractor:</u>				
Marinship Construction Services, MBE (38.8%)/				
Ghilotti Brothers Construction (37.3%),				
Joint Venture				
<u>Subcontractors:</u>				
Vickers Concrete Service (MBE) - 6.5%				
Michel J. Trucking (MBE) - 5.5%				
P & K Trucking (MBE) - 8.1%				
ABSL Construction - 3.8%				
Total MBE Participation - 58.9%				

** This contract included street improvements performed during the third year of the State-Local Transportation Partnership Program. The Program's third cycle budget (1993-94) allocated \$421,383 in State grant funds to the other projects included in this contract.

*** This contract also included water line work on Castro and Bartlett Streets, which was paid for out of the Water Department's 1993-94 capital improvement budget. The DPW advises that the subject State grant funds may not be used to pay for water line work.

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Project	Sources of Funding			
	Contract Amount	Other Funds	Sales Tax	State Grant
<u>Sutter Street and Buchanan Street Pavement Renovation</u>	\$411,622	\$0	\$319,295	\$92,327
This project provides for the resurfacing of Sutter Street, from Webster Street to Presidio Avenue, and of Buchanan Street, from Herman Street to Grove Street.				
<u>Prime Contractor:</u>				
G. Bortolotto & Co. (30.4%)				
Richardo D. Ramirez Corp., MBE (33.0%)				
Joint Venture				
<u>Subcontractors:</u>				
S & S Trucking (MBE) - 17.0%				
Landavazzo Brothers Concrete (MBE) - 5.3%				
Norcal Electric - 0.7%				
Granite Rock Company - 13.6%				
Total MBE Participation - 55.3%				
TOTAL	\$3,956,421	\$1,226,397	\$2,117,680	\$612,344

Comments:

1. Because DPW overestimated the costs of the foregoing street improvement projects, only \$612,344 in State grant funds of the \$1,172,241 previously placed on reserve is actually needed. The State will reimburse DPW the actual \$612,344 cost of the street improvement projects. According to Mr. Joe Ovadia of the Bureau of Engineering, DPW is entitled to receive only \$612,344 in State grant funds and may not use the remaining \$559,897 (\$1,172,241 less \$612,344) still on reserve for other projects.
2. As previously noted, local matching funds consist of San Francisco Transportation Authority Sales Tax revenues. The San Francisco Transportation Authority will reimburse DPW \$2,117,680 in Sales Tax revenues for these street improvement projects.

Recommendation: Approve the proposed release of \$612,344.

Item 2 - 169-94-2

Department: Art Commission

Item: Resolution designating for one year, five selling spaces on the south side of Jefferson Street, between Hyde and Leavenworth Streets, and four selling spaces on the north side of Beach Street between Hyde and Leavenworth Streets, for street artists certified by the Art Commission and providing for review of the nine designations in one year.

Description: In November, 1975, San Francisco voters adopted the Street Artist Ordinance which authorizes the Board of Supervisors, by resolution, to designate sales areas where any street artist or craftsman certified by the Art Commission may make and sell their products.

The proposed resolution would authorize the Board of Supervisors to designate nine new selling spaces for street artists for a one-year period as follows:

5 Spaces on Jefferson Street

Five new selling spaces would be designated on the south side of Jefferson Street between Hyde and Leavenworth Streets. Under the proposed resolution, four of these five proposed spaces on Jefferson Street would be exempt from the provisions of Police Code Section 2405(c)(6) which prohibits street artists from selling, offering for sale, or soliciting offers to purchase, within twelve feet from the outer edge of any entrance to any building. Under the proposed resolution, three of these five spaces on Jefferson Street would be exempt from the provisions of Police Code Section 2405(c)(11) which prohibits street artists from selling, offering for sale, or soliciting offers to purchase, within five feet of the display of any other street artist.

4 Spaces on Beach Street

Four new selling spaces would be designated on the north side of Beach Street between Hyde and Leavenworth Streets. Under the proposed resolution, one of these four proposed spaces on Beach Street would be exempt from the provisions of Police Code Sections 2405(c)(6), as described above, and also exempt from Police Code Section 2405(c)(1) which prohibits street artists from selling, offering for sale, or soliciting offers to purchase, not more than four and one-half feet from the curb line of any sidewalk.

The proposed street artist designations for both Jefferson Street and Beach Street would be reviewed by the Housing

and Land Use Committee of the Board of Supervisors in one year in order to determine whether or not the proposed street artist designations endanger the public or result in congested pedestrian traffic in the immediate areas involved.

According to the proposed legislation, a survey by the Art Commission's Street Artists Program found that in recent years, 115 street artist selling spaces in Fisherman's Wharf had been eliminated due to construction. Previously, the Board of Supervisors, in Resolution No. 572-77, approved nine selling spaces on the south side of Jefferson Street between Hyde and Leavenworth Streets and 8 selling spaces on the north side of Beach Street between Hyde and Leavenworth Streets. After conducting public hearings, the Art Commission is recommending that five additional selling spaces be designated on the south side of Jefferson Street between Hyde and Leavenworth Streets, and that four additional selling spaces be designated on the north side of Beach Street between Hyde and Leavenworth Streets.

According to the proposed resolution, the final designation of the five spaces on Jefferson Street are subject to approval of the Port Commission.

Comments:

1. Mr. Howard Lazar, Director of the Street Artists Program of the Art Commission, reports that two public hearings have been conducted by the Art Commission with no opposition to the proposed nine new spaces from the public.

2. According to Mr. Lazar, there would be no fiscal impact to the City as a result of the proposed resolution. Mr. Lazar reports that the Art Commission's FY 1994-95 Street Artist Fund includes \$15,000 for its Special Law Enforcement Services Program which provides police services at street artist designated areas. Mr. Lazar advises that the Art Commission currently expends \$4,100 annually on Police Department services to monitor the selling spaces in the Fisherman's Wharf area and he states there would not be a need to increase the level of police presence as a result of the proposed increases in selling spaces on Jefferson Street. The Street Artist Fund consists of revenues from annual license fees (\$350) charged to street artists.

3. Under the proposed legislation, the five proposed spaces on Jefferson Street are subject to approval by the Port Commission because they are located on Port property. According to Mr. Kirk Bennett of the Port, the Port Commission is currently reviewing whether the Port should assume authority over all selling spaces that are located on

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Port property, which is State-owned and not City-owned, rather than the Art Commission. Mr. Bennett reports that the Port opposes additional selling spaces for certified street artists on Port property until the Port Commission has been able to review the matter. Mr. Bennett advises that he is not certain when the review would be completed. Mr. Lazar reports that he now wishes to delete the designation of five selling spaces on Jefferson Street from the proposed resolution in order to honor the efforts of the Port Commission in its review of the use of Port property for street artists. Therefore, the proposed legislation should be amended to delete the designation of five selling spaces on the south side of Jefferson Street between Hyde and Leavenworth Streets and would only provide for the designation of four selling spaces on the north side of Beach Street between Hyde and Leavenworth Streets.

- Recommendation:**
1. Amend the proposed resolution to delete the designation of five selling spaces on the south side of Jefferson Street between Hyde and Leavenworth Streets.
 2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

Item 4 - File 32-94-3

Item: Hearing to consider the recent increase in rates due to a reduction on the Lifeline discount rate for Viacom Cable Lifeline subscribers.

Description: Viacom provides two standard cable services: Limited Cable and Satellite Value Package. Limited Cable consists of 26 channels of commercial broadcast stations, Public Broadcast Stations (PBS), public access stations, and government channels. Viacom Cable's Satellite Value Package consists of 22 channels of satellite delivered channels such as CNN, MTV, American Movie Classics, Bravo, Lifetime, and Arts and Entertainment. Limited Cable and Satellite Value Package combined is Viacom Cable's Standard Cable Service. The Federal Communications Commission (FCC) enacted new regulations which provided guidelines to cable companies regarding cable rate calculations effective in July of 1994. As a result of these guidelines, as described in the table below, in July of 1994, Viacom Cable reduced its regular service rates to San Francisco subscribers.

In 1984, at the request of the City, Viacom Cable voluntarily established low cost Lifeline Rates for low-income San Francisco senior citizens receiving Supplemental Security Income (SSI). In 1987, Viacom Cable expanded Lifeline Rate eligibility to include all San Francisco residents receiving SSI who are heads of households regardless of their age. As described in the table below, for eight years prior to July of 1994, Viacom Cable's Lifeline Rates were \$9.95 for Limited Cable service, \$3.00 for Satellite Value Package and \$12.95 for Standard Cable. These Lifeline Rates constituted a reduction of between 25 to 73 percent from Viacom Cable's regular service rates.

The tables below describe Viacom Cable's Regular Service and Lifeline rates as of September of 1993 and as of July of 1994.

Viacom Cable's San Francisco Cable Rates

	<u>Rates as of September 1993</u>	<u>Rates as of July 1994</u>	<u>Percent Difference</u>
<u>Regular Service</u>			
Limited Cable	\$13.28	\$12.24	(7.8%)
Satellite Value Package	<u>11.32</u>	<u>10.75</u>	(5.0)
Standard Cable	\$24.60	\$22.99	(6.5)

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	<u>Rates as of September 1993</u>	<u>Rates as of July 1994</u>	<u>Percent Difference</u>
<u>Lifeline Service</u>			
Limited Cable	\$9.95*	\$9.79	(1.6%)
Satellite Value Package	<u>3.00**</u>	<u>8.60</u>	187
Standard Cable	\$12.95	\$18.39	42

* As previously noted, this is a discount of 25% from the Regular Service rate of \$13.28.

** As previously noted, this is a discount of 73% from the Regular Service rate of \$11.32.

As noted above, beginning in July of 1994, Viacom Cable raised its San Francisco Lifeline Rates for Satellite Value Package and Standard Cable by 187 and 42 percent respectively.

According to Ms. Sue Levitin of Viacom Cable, Viacom Cable increased its Lifeline Rates for its Satellite Package and Standard Cable services in order to establish a uniform discount rate of 20 percent off of the regular service rates as follows:

**Viacom Cable's San Francisco Lifeline Rates Compared to
Regular Service Rates as of July 1994**

	<u>Regular Service</u>	<u>Lifeline Service</u>	<u>Lifeline Discount</u>	<u>Percent Discount</u>
Limited Cable	\$12.24	\$9.79	\$2.45	20%
Satellite Value Package	<u>10.75</u>	<u>8.60</u>	<u>2.15</u>	20
Standard Cable	\$22.99	\$18.39	\$4.60	20

Comments:

1. Ms. Levitin notes that Viacom Cable established Lifeline Rates on a voluntary basis to assist low-income residents. The FCC does not mandate Lifeline Rates.

2. According to Ms. Levitin, Viacom Cable has 7,303 Lifeline customers in San Francisco. Ms. Levitin also notes that approximately one-third or 2,434 of those customers purchase additional services along with standard cable. Such services include pay-per-view which can range from \$5.00 to \$30.00 depending on the show purchased and premium channels such as Showtime (\$9.95 per month), Home Box Office (HBO)

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(\$11.95 per month) and the Disney Channel (\$9.95 per month).

3. Satellite Value Package is regulated by the FCC and does not qualify for local regulation.

Item 5 - File 172-94-27

Department: Fire Department

Item: Resolution approving the Mutual Aid Agreement between the San Francisco Fire Department (SFFD) and the Commander, Western Division, Naval Facilities Engineering Command, San Bruno, (WESTDIV) for fire protection services at Hunters Point Annex.

Description: This proposed resolution authorizes the San Francisco Fire Department to enter into an agreement with the Western Division of the Naval Facilities Engineering Command to provide mutual assistance in an emergency. Under a mutual assistance agreement, upon request, a jurisdiction will provide immediate aid to another jurisdiction to suppress a fire or assist with any other emergency situation, if equipment and staff are available. Chief Jim Olson of the Fire Department states that it is the policy of the SFFD and WESTDIV to enter into mutual aid agreements whenever practicable.

Comments:

1. Chief Olson reports that the Fire Commission has approved the proposed Mutual Aid Agreement between the SFFD and WESTDIV to provide assistance to each other in an emergency whenever one party requests assistance.
2. According to Chief Olson, the SFFD currently has a Mutual Aid Agreement with the Naval Division controlling the Treasure Island Naval Facility. The Hunters Point Naval Facility was previously part of the Treasure Island Naval Facility and was included in the Mutual Aid Agreement with the SFFD for Treasure Island. However, since the U.S. Navy has transferred jurisdiction of the Hunters Point Naval Facility from Treasure Island to WESTDIV, another Naval Division, it is now necessary to enter into a new Mutual Aid Agreement with WESTDIV for mutual aid involving the Hunters Point Naval Facility.
3. Chief Olson reports that normal costs for services to suppress a fire or assist with any other emergency situation under this Mutual Aid Agreement provided by either party will not be reimbursed. Chief Olson adds that the SFFD is entitled to seek reimbursement from the Federal government under Section II of the Federal Fire Prevention Control Act of 1974 for any extraordinary fire fighting costs that the SFFD determines are above normal operating costs incurred while assisting with emergency situations on Federal government property. The Federal government would then make a

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determination as to which extraordinary costs would be reimbursed.

Recommendation: Approve the proposed resolution.

Item 6 - File 39-94-7

1. This item is a hearing transmitting a copy of the final report issued by the 1993-94 Civil Grand Jury of the City and County of San Francisco entitled "Classifications and Collective Bargaining", dated May 16, 1994.

2. The Civil Grand Jury's recommendations included in their report are as follows:

Civil Service Classifications

- The Board of Supervisors should, by way of Charter revision, grant the Human Resources Department the authority to restructure the personnel classification system and to implement a classification and salary table similar to the one in use by the U. S. Office of Personnel Management.
- The Classification Unit of Civil Service should develop a standard written format to clearly define class specifications, and to require that specifications contain (a) characteristics of the class, (b) duties, (c) minimum qualifications consisting of training and experience, knowledge, abilities and skills. Special requirements of a class, if any, should be clearly defined.
- Civil Service should require the managers requesting establishment of a new class comply with the prescribed format for a class specification and provide adequate documentation to support the creation of a new class.
- Civil Service should consolidate classes with comparable specifications into a single class with a broader salary range and step levels to reflect additional training and experience.

Salary Standardization

- The Board of Supervisors should place on the ballot a proposition to amend the Charter by removing specific rules relating to personnel procedures from the Charter. The specific rules removed should be placed in the Civil Service Rules. The Charter should be further amended to reflect guidelines for operation and implementation of the rules.
- The present salary standardization procedure creates disparity in wage setting and the Charter should be amended to: (a) equalize the procedures for setting salaries with the same formula for all classes (b) change the formula to set rates of pay with equal weighting of public and private salary data, and (c) use of the same geographic areas for all classes.

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- The Charter should be amended to address the excess pay scales by setting a ceiling on salaries in order that no position be paid more than the prevailing wage in the public sector.
- The Board of Supervisors should amend the Collective Bargaining Ordinance to impose a financial cap on salaries. If any salary exceeds the prevailing wage in the community, approval by the Board of Supervisors would be required.

Comments

1. As required by State law, the Board of Supervisors must submit comments on the Civil Grand Jury's reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. A resolution to transmit the Civil Grand Jury report and comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee.

2. The Clerk of the Board has requested and received responses from the Human Resources Department and the Mayor's Office, which are on file with the Clerk of the Board's Office. Additionally, the Clerk of the Board has prepared a response which is also on file.

3. The Civil Grand Jury report did not include cost estimates associated with implementing its recommendations.

4. On July 25, 1994, the Board of Supervisors recommended the submission of a Charter Amendment to the electorate, which would provide that collective bargaining and binding arbitration be used as the method of setting salaries, benefits and other terms and conditions of employment for all City employees. Currently, the only City employees that have their salaries, benefits and other terms of employment set by collective bargaining are those belonging to employee organizations that have opted to participate in collective bargaining instead of salary standardization based on Civil Service determination of prevailing rates of pay.

Recommendation

Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors comments to the Presiding Judge of the Superior Court who impaneled the Grand Jury.

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Item 7 - File 93-94-21

Department: Mayor's Office of Employee Relations

Item: Resolution ratifying the Memorandum of Understanding between the International Union of Operating Engineers, Local 39 and the City and County of San Francisco.

Description: The proposed resolution would approve a Memorandum of Understanding (MOU) between the International Union of Operating Engineers, Local 39, and the City. The proposed MOU defines working conditions from July 1, 1994, through June 30, 1996, (two years) for Stationary Engineers and related employee classifications as follows:

<u>Classification</u>	<u>Number of Positions</u>
5148 Asst. Superintendent of Water Treatment Facilities	1
5149 Superintendent of Water Treatment Facilities	1
7120 Buildings and Grounds Maintenance Superintendent	12
7203 Buildings and Grounds Maintenance Supervisor	2
7205 Chief Stationary Engineer	11
7209 School Heating and Ventilating Supervisor	0
7223 Cable Machinery Supervisor	1
7252 Chief Stationary Engineer, Sewage Plant	21
7262 Maintenance Planner	3
7286 Wire Rope Cable Maintenance Supervisor	1
7333 Apprentice Stationary Engineer	5
7334 Stationary Engineer	161
7335 Senior Stationary Engineer	37
7372 Stationary Engineer, Sewage Plant	154
7373 Senior Stationary Engineer, Sewage Plant	53
7375 Apprentice Stationary Engineer, Sewage Plant	24
7420 Bridgetender	5
7472 Wire Rope Cable Maintenance Mechanic	10
7473 Wire Rope Cable Maintenance Mechanic Trainee	0
9232 Airport Mechanical Maintenance Supervisor	<u>1</u>
Total	503

The proposed MOU does not contain any salary changes to the above position classification pay rates that are established in accordance with Section 8.407 of the San Francisco Charter. Rather, the proposed MOU pertains only to the working conditions of the above-listed 503 positions.

When compared to the prior three-year Letter of Understanding (LOU) between the City and the International Union of Operating Engineers, Local 39 for three Fiscal Years 1990-91, 1991-92 and 1992-93, (the Operating Engineers did not have an agreement with the City for FY 1993-94 according to the Employee Relations Division of the Mayor's Office), the proposed MOU does not change working conditions in the following categories:

- Intent of the parties to the MOU
- Objective of the City
- Management rights concerning policies and administration of City departments
- Work clothing, safety shoes and safety goggles and glasses
- Work schedules
- Required advance notice to employees of shift changes
- Pay for working out of class
- Medical examinations for exposure to hazardous conditions
- City's compliance with State health and safety regulations
- Reimbursement of fees paid by employees to obtain certifications required as condition of employment
- Additional compensation for employees called back to work for emergencies
- Holiday pay
- New employee entry at step five pay level
- Seniority
- Use of private automobile on City business
- Contingency plans to insure continued operations of vital facilities
- Initiation of Meet and Confer sessions
- Agency shop provisions
- Grievance procedure
- Severability of invalid clauses of MOU
- State Disability Insurance provisions
- Educational class attendance during working hours
- City insures employees for loss of personally owned tools required to perform duties
- Sealing of personnel files regarding disciplinary actions
- Renegotiation of MOU if Charter changes result in potential changes in benefits covered by MOU

The proposed new MOU includes the following changes from the current working condition provisions contained in the prior LOU for Fiscal Years 1990-91, 1991-92 and 1992-93:

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Night Shift Differential

The current provision for night shift differential is a 6.25 percent premium for all classes except 7334 Stationary Engineer that receives a \$1.60 per hour premium. The proposed MOU provides a \$1.65 per hour premium for all classes.

Correctional Facility Premium

Currently a \$1.50 per hour premium is paid to employees covered by the LOU that come in contact with inmates at the San Bruno Jail Number Three, Youth Guidance Center, Log Cabin Ranch and the Hall of Justice. Additionally, the proposed MOU would extend this premium to include inmate contact at San Francisco General Hospital.

Time Between Shifts

A Watch Engineer is currently allowed 16 hours off between shifts. Under the proposed MOU this allowance would be reduced to 12 hours off between shifts. There is no change for Maintenance Engineers at 15.5 hours off between shifts.

Apprentice Training Fund

The City is currently required to contribute \$40 annually per employee in the 7334 Stationary Engineer and 7372 Stationary Engineer, Sewage Plant classifications to the union's Apprentice Training Fund, up to a maximum of \$14,080 annually. The proposed MOU would increase the City's contribution per subject employee to \$100 annually up to a maximum of \$37,000 annually.

Overtime

The current LOU provides that employees covered by the LOU will be paid at overtime rates (time and one-half) when required to work more than eight hours a day or more than 40 hours in a week. The proposed MOU adds a special provision for classifications designated as sewage plant workers that shall not receive overtime pay for hours worked in excess of eight hours a day if the regular work schedule requires more than eight hours.

No Strike Provision

The proposed MOU includes a new provision that the employees will not strike and the City will not lock out the employees.

Stand by Pay

Some covered employees may be required, as part of the duties of their positions, to stand by when normally off-duty to be instantly available, on call, for immediate return to duty. Currently such employees receive 25 percent of their regular pay rate for standby hours, except for Classification Number 7334 Stationary Engineers who receive 10 percent of their regular pay rate for standby hours. Under the proposed MOU all covered employees would receive \$2.65 per hour for standby hours.

Sewage Acting Pay

The proposed MOU provides that employees covered by the proposed MOU, other than classifications designated for service in sewage plants, that are assigned to sewage plants to "acting" sewage plant employee classifications will receive compensation equal to the sewage plant classifications. Currently only employees in class 7333 Apprentice Stationary Engineer receive this benefit.

Sewage Plant Premium Pay

The current LOU provides for a 10 percent premium pay (based on regular pay rate) for employees other than classifications designated as sewage plant classes, that come in contact with raw sewage. This provision is deleted in the proposed MOU.

Comments:

1. In a letter to the Mayor's Office of Employee Relations the Controller's Office reports that most working condition changes in the proposed MOU "should have minimal cost implications." The Controller's Office estimates that elimination of Sewage Plant Premium Pay (currently 10 percent of the regular pay rate) would save the City approximately \$12,000 annually. The Budget Analyst concurs with the Controller's analysis.
2. The Budget Analyst notes that the proposed change in the maximum limit of the City's contributions to the Apprentice Training Fund from the current maximum of \$14,080 annually to a proposed maximum of \$37,000 annually could

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result in a maximum annual cost increase to the City of up to \$22,920. However, the actual cost, based on a total of 315 positions (161 positions in Classification Number 7334 Stationary Engineers and 154 positions in Classification Number 7372 Stationary Engineers, Sewage Plant) at the current rate of \$40 per position, would amount to \$12,600, whereas at the proposed rate of \$100 per position, the City's actual cost would be \$31,500, or a total actual annual cost increase of \$18,900.

Recommendation: Approval of the proposed MOU is a policy matter for the Board of Supervisors.

Item 8 - File 39-94-5

1. This item is a hearing transmitting a copy of the final report issued by the 1993-94 Civil Grand Jury of the City and County of San Francisco entitled "Construction Contract Management: The New Jail Facility", dated March 24, 1994.

2. The Civil Grand Jury's recommendations included in their report are as follows:

Decision Making Process

- The Mayor and the Board of Supervisors should collaborate on a policy to monitor the City's decision making process assuring that available State and Federal funds are secured without danger of delay or loss.

Management Oversight

- Those City departments responsible for the evaluation of architectural design proposals should require, as a part of a standard rating procedure, that the project management team acquire a thorough understanding of the organizational and work breakdown structures of prospective contractors.
- To assure the highest quality in both architectural design and construction, all City entities which manage construction contracts should expand the use of contracted management services on all major capital projects.
- The Mayor and the Board of Supervisors should take appropriate actions to assure that above recommendations and controls are implemented.

Comments

1. As required by State law, the Board of Supervisors must submit comments on the Civil Grand Jury's reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. A resolution to transmit the Civil Grand Jury Report and comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee.

2. The Clerk of the Board has requested and received a response from the Mayor's Office, which is on file with the Clerk of the Board's Office. Additionally, the Clerk of the Board has prepared a response which is also on file.

3. The Civil Grand Jury's report did not include cost estimates associated with implementing its recommendations.

Recommendation

Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors' comments to the Presiding Judge of the Superior Court who impaneled the Grand Jury.

Item 9 - File 25-94-27

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 19, 1994.

Department: Sheriff

Item: Resolution approving the Controller's certification that County Jail Food Service Management Operations for the City and County of San Francisco can continue to be performed by a private contractor at a lower cost for the year commencing July 1, 1994 than if the work was performed by City and County employees.

Services to be Performed: County Jail Food Service Management Operations

Description: The Controller has determined that contracting for these food services in Fiscal Year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$419,661	\$496,062
Fringe Benefits	<u>92,853</u>	<u>102,978</u>
Total	\$512,514	\$599,040
 <u>Contracted Service Cost</u>	 <u>431,610</u>	 <u>431,610</u>
Estimated Savings	\$80,904	\$167,430

- Comments:**
1. Management of the jail's food services was first certified as required by Charter Section 8.300-1 in Fiscal Year 1980-81 and has been continuously provided by an outside contractor since then.
 2. The prior one-year contract with Szabo Food Service expired on June 30, 1994. The Sheriff awarded a one-month contract to Szabo for July, 1994. According to Sgt. Richard Ridgeway of the Sheriff's Department, the Department expects to renew the contract with Szabo Food Service on a month-to-month basis until November 1, 1994.
 3. Sgt. Ridgeway reports that on November 1, 1994, the Sheriff's Department plans to expand the current contract to

include food services for the Sheriff's new jail facility at 850 Bryant Street and food services that are currently provided in-house by five chefs and one cook who are being funded through temporary salaries. The Fiscal Year 1994-95 budget included the elimination of all jail food services previously performed in-house by these six employees. Sgt. Ridgeway reports that the new contractor will be required to offer positions to the six City employees that will be terminated on November 1, 1994 (See Attachment I). Sgt. Ridgeway states that the contractor for this expanded contract will be selected through a competitive bidding process before November 1, 1994.

4. According to Sgt. Ridgeway, before the expanded contract would begin on November 1, 1994, another Controller's certification would be submitted to the Board of Supervisors showing that the responsibilities delineated in the expanded contract can be performed by a private contractor at a lower cost than similar work performed by City and County employees.

5. The Contracted Service Cost used for this analysis is the current contractor's cost estimate for providing all jail food services for FY 1994-95, except for services for the new jail located at 850 Bryant Street.

6. The Budget Analyst evaluated contracting out food services for the County jails in the recently completed Zero-Based Budget Project and also reported on these services during the review of the Sheriff's proposed FY 1994-95 budget.

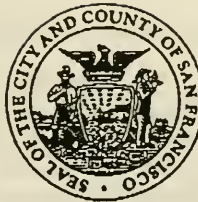
7. The Sheriff's Department reports that Szabo Food Services provides health care coverage to their employees.

8. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the month-to-month contractor, Szabo Food Service, is attached (Attachment II). According to Sgt. Ridgeway, the Sheriff's Department has contacted the Human Rights Commission to obtain a waiver for the MBE/WBE status of the contractor because the selected highly-specialized contractor is not a MBE/WBE firm. Sgt. Ridgeway reports that when the food services were first contracted out in 1980, there were no qualified MBE/WBE firms to perform the services.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

City and County of San Francisco

OFFICE OF THE SHERIFF

Michael Hennessey
SHERIFF

415 - 554 - 7225

Friday, July 29, 1994
Ref. FS-94-010

To: Mr. Harvey Rose
Senior Budget Analyst
SF Board Of Supervisor

From: Richard Ridgeway, Sergeant
Financial Services Manager
SF Sheriff's Department

Re: Anticipated Disposition Of Current Chefs and Cooks

Per your request, I am submitting an explanation of what is anticipated to happen by November 1, 1994, with the current 5 Chefs and 1 Cook.

It is currently my understanding that the five Chefs and one Cook will be offered first refusal of their current positions by the new contractor of the Food Services Contract. If these employees do not wish to leave Civil Service to work for a private contractor, they will be assisted in finding a new position through the "Layoff Team".

If you have additional questions about this issue, please do not hesitate to contact me at 554-7225.

Sincerely,

A handwritten signature in dark ink, appearing to read "Richard Ridgeway", is written over a horizontal line. Below the line, the text "Richard Ridgeway, Sergeant" and "Financial Services Manager" is printed.

Richard Ridgeway, Sergeant
Financial Services Manager

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT:	SHERIFF	.
CONTRACT SERVICES	FOOD SERVICE	.
TIME PERIOD:	JULY 1, 1994 - JUNE 30, 1995	.

- 1) Who performed services prior to contracting out?
Food service was provided by the county cooks and chefs under the direction of a Food Administrator.
- 2) Number of city employees "laid off" as a result of contracting.
Five chefs and one cook were removed from the budget by the Mayor's office. Effective July 1, 1994. These positions are currently funded through temporary salaries until November 1, 1994.
- 3) Explain the disposition of employees if they were "laid off". No one "laid off" yet. These employees will be offered first refusal of their current position by the new contractor.
- 4) What percent of City employee's time is spent on services to be contracted out?
100% of five chefs and one cook.
- 5) How long have services been contracted out? Since 1980.
- 6) What was the first fiscal year for a Proposition J Certification?
Since 1980-81.
- 7) How will contract services meet the goals of your MBE/WBE Action plan?
A waiver is in effect for this service. It is a highly specialized and competitively bid contract.

SERGEANT RICHARD RIDGEWAY
Department Representative

RICHARD RIDGEWAY, SERGEANT-FINANCIAL SERVICES MANAGER

(415) 554-7225

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Item 10 - File 25-94-28

Department: Public Utilities Commission

Item: Resolution concurring with the Controller's certification that security services can be practically performed for the Municipal Railway by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Security Services by uniformed private Security Guards

Description: The Controller has determined that contracting for security services at the Municipal Railway's yards in fiscal year 1994-95 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Personnel Costs	\$1,709,787	\$2,019,485
Fringe Benefits	<u>365,068</u>	<u>405,705</u>
Total	\$2,074,855	\$2,425,190
Contracted Service Costs	<u>1,051,378</u>	<u>1,051,378</u>
Estimated Savings	\$1,023,477	\$1,373,812

Comments: 1. Security services for the MUNI, were first certified as required by Charter Section 8.300-1 in fiscal year 1983-84 and have continued to be provided by an outside contractor since then. These services have been performed through an outside contract since their inception in 1975.

2. The PUC advises that Burns International and Western Security Bureau of Northern California, a Joint Venture, is currently providing the security services under a two-year contract, which expires October 28, 1995. This contract has four one-year renewal options. Western Security Bureau of Northern California is a certified MBE firm and under the terms of the contract, receives 36 percent of the contract amount. The PUC reports that Burns International provides health insurance to its employees, however, Western Security Bureau of Northern California does not provide health insurance to its employees.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

3. The Controller's supplemental questionnaire with the Department's responses is attached.

Recommendation: Approve the proposed resolution.

ATTACHMENT D

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment: Public Utilities Commission

Time Period: 1994-95

Contract Services: Uniformed Security Services

- 1) Who performed service prior to contracting out"

These services have always been performed through an outside contract.

- 2.) Number of City employees laid off as a result of contracting out?

None.

- 3) Explain disposition of employee if they were not laid off.

N/A.

- 4) What percent of City employees' time is spent on services to be contracted out?

N/A

- 5) How long have the services been contracted out?

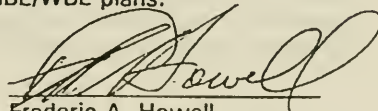
Since 1975 (19 years).

- 6) What was the first fiscal year for a Proposition J Certification?

1983-84

- 7) How will contract services meet the goals of your MBE/WBE/Acting Plan?

They will conform with the PUC's and City's MBE/WBE plans.



Frederic A. Howell
Acting Asst. General Manager
& Director of Finance

Tel: (414) 923-2579

Item 11 - File 30-94-20

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Ordinance authorizing and approving a contract for the provision of health care services to Solano County Medi-Cal patients.

Description: The proposed ordinance would authorize San Francisco General Hospital (SFGH) to enter into a contract with Solano Partnership Health Plan (the "Plan") that would designate SFGH as a referral hospital for Solano County Medi-Cal beneficiaries and set forth per diem rates for hospital services provided by SFGH to Solano County Medi-Cal beneficiaries.

Under the State's Medi-Cal managed care program, Solano County has been designated as a County Organized Health System, in which the County has sole responsibility for managing the provision of care and contracting with providers for all County Medi-Cal beneficiaries. In May, 1994 Solano County formed the Solano Partnership Health Plan to act as the managed care system for Solano County Medi-Cal beneficiaries.

Solano Partnership Health Plan receives a set monthly reimbursement (a "capitated rate") from the State, for each Medi-Cal beneficiary residing in Solano County, regardless of the level of care provided to the individual. Under such a plan, Medi-Cal beneficiaries may seek medical care from a network of providers authorized by the Solano Partnership Health Plan. Solano Partnership Health Plan then reimburses each provider on either a capitated basis (a set monthly fee per beneficiary regardless of the level of care provided) or a fee-for-service basis (the Plan pays the provider for each service rendered).

The proposed contract between SFGH and the Solano Partnership Health Plan would designate SFGH as a referral hospital where Solano County Medi-Cal beneficiaries could receive care and SFGH would be reimbursed by Solano Partnership Health Plan. Significant aspects of the proposed agreement include:

(A) Reimbursement Levels for Services Provided

Inpatient Services

Inpatient services (when the patient stays at the hospital on an "inpatient" basis) provided by SFGH would be reimbursed

by the Plan according to the agreed upon per-diem (all-inclusive per day) rates listed below:

	Per Diem Reimbursement Rate
Acute Medical/Surgical	\$ 865
Intensive Care Unit/Cardiac Care Unit	1,700
Neonatal Critical Care	1,400
Obstetrics Critical Care	1,600
Pediatric Critical Care	1,400
Obstetrical Common (mother & baby)	900
Boarder Baby (baby after mother's discharge)	500
Intensive Care Unit Burn	1,600
Administrative*	350
Pediatric (<18 years)	900
HIV Care	1,600

*When a patient no longer requires acute care but no bed is available in a skilled nursing facility, Medi-Cal will pay the hospital this lower rate per day (an "Administrative Day") until a skilled nursing bed becomes available.

Outpatient Services

According to the proposed agreement, outpatient services provided by SFGH (all covered Medi-Cal hospital services other than inpatient and emergency services), excluding physician services, would be reimbursed by the Plan at the prevailing Medi-Cal outpatient service reimbursement rate set by the State. Physician services would still be billed separately, but reimbursed by the Plan rather than by the State.

SFGH, under the terms of the proposed agreement, shall use reasonable efforts to collect monies due for health care services provided to a Solano County Medi-Cal beneficiary who is also covered by other insurance (such as Medicare, CHAMPUS (Civilian Health and Medical Program of the Uniformed Services), or private health insurance) if SFGH has knowledge that such patient is a beneficiary of such a program. In the event SFGH receives monies from one of these entities, SFGH must notify the Plan, and the Plan's obligation to SFGH will be reduced by the amount actually collected by SFGH. If SFGH attempts to collect from another insurance source but receives no reimbursement, no adjustment will be made by the Plan on these amounts.

(B) Utilization Controls and Authorization Requirements

According to the proposed agreement between SFGH and the Solano Partnership Health Plan, SFGH would be required to follow Title 22 Medi-Cal utilization control and authorization policies, as presented in the Plan's Provider Manual (which include attaining Primary Care Physician authorization for services rendered by other physicians or providers). The Plan would not be obligated to pay SFGH for services rendered unless SFGH adheres to these policies.

Pursuant to Plan policies, the proposed agreement authorizes SFGH to provide emergency services, both in SFGH's emergency room and for inpatients requiring immediate treatment for unexpected conditions, without prior authorization by Solano Partnership Health Plan. For non-emergency services, SFGH would be required to obtain the necessary prior physician authorization from the Plan in order to be entitled to reimbursement from the Plan for services rendered.

Under the terms of the proposed agreement, SFGH must follow specific protocol in providing emergency services to Solano County Medi-Cal patients. In the case of outpatient emergency treatment, SFGH must: (1) verify member eligibility and Primary Care Physician (PCP) by telephoning the Plan Member Services Department; (2) notify the Plan within 24 hours of providing service; (3) forward a copy of the emergency room report to the PCP within 24 hours; (4) forward the standard hospital outpatient claim and a copy of the emergency room report documenting PCP authorization to the Plan. For inpatient emergency treatment, SFGH must contact the Plan within 24 hours of providing emergency services, and notify the Plan as to the condition of the patient.

(C) Indemnification

According to the proposed agreement, SFGH shall hold harmless the Plan members and the State of California in the event the Plan cannot or will not pay for services rendered. SFGH will also agree to indemnify, defend and hold harmless the Plan and its officers and employees from any claims or losses for materials and/or services rendered by any subcontractor, person or firm performing or supplying services to SFGH in connection with the performance of this agreement. Both parties (SFGH and the Plan) are required under this agreement to procure and maintain liability insurance, and each party agrees to indemnify the other

against claims for damages arising from its operations or services.

(D) State Approval

This proposed agreement shall become effective only after the approval of the Board of Supervisors and upon review and approval by the State Department of Health Services.

Comments:

1. Mr. Richard Cordova, Executive Administrator of SFGH, reports that SFGH typically serves less than 10 Medi-Cal patients per year from Solano County, primarily in SFGH's emergency room. According to Mr. Cordova, this proposed agreement between SFGH and the Solano Partnership Health Plan will be necessary in order for SFGH to continue to treat Solano County Medi-Cal patients under the State's new managed care system.

2. According to Mr. Cordova, the per diem rates in the proposed agreement with Solano Partnership Health Plan are higher than the current Medi-Cal reimbursement rates that SFGH receives from the State for the same services.

3. Mr. Cordova reports that the administrative and claims procedures required in the proposed agreement are essentially similar to current procedures, and would not result in a significant change in administrative tasks associated with each Solano County patient.

4. SFGH currently treats some Medi-Cal patients who reside in counties outside of San Francisco, and prior to the State's new Medi-Cal managed care legislation, SFGH is reimbursed by the State for the provision of such services. Under the Medi-Cal managed care legislation, however, each county will manage the funding and provision of care for its Medi-Cal recipients. Providers outside a county's managed care network will need to contract with that county in order to be an authorized provider of services to Medi-Cal recipients from that county. If SFGH wishes to continue to provide services to Medi-Cal beneficiaries who reside in other counties, it must enter into contracts such as the contract in this proposed ordinance.

According to Mr. Cordova, SFGH intends to enter into other such agreements with other counties and Health Maintenance Organizations as the State managed care system for Medi-Cal beneficiaries is implemented in neighboring counties. Such agreements will be necessary to insure that SFGH is compensated for care it provides to Medi-Cal patients.

5. Although Mr. Cordova reports that it is difficult to estimate the annual revenues to SFGH from Solano County Medi-Cal patients, he estimates that such patients represent a nominal revenue source for SFGH. SFGH could be liable for the cost of treating these patients only if SFGH does not properly follow the Plan's required procedures for authorization and claims, thereby forfeiting SFGH's right to reimbursement from the Plan. Since Mr. Cordova reports that such procedures are already in place at SFGH for claims and reimbursement, he believes that the proposed contract would not place SFGH at additional risk of unrecovered costs. In addition, Mr. Cordova believes the proposed contract would result in a nominal amount of additional revenue to SFGH.

Recommendation: Approve the proposed ordinance.

Item 12 - File 64-94-13

Department: Real Estate Department
Department of Public Health (DPH)

Item: Resolution authorizing extension and renewal of certain existing leases of real property required by the Department of Public Health.

Each of the proposed leases is summarized below:

(1) **Location:** 615 Grant Avenue (entire second floor)

Purpose of Lease: Chinatown Child Development Center

Lessor: Patrick and Esther Leung

No. of Sq. Ft. and Cost/Month: 3,806 sq. ft. @ \$1.18/sq.ft./mo. = \$4,491.52 rent/month

Annual Revenue: \$53,898

% Increase over 1993-94: 10 percent

Utilities and Janitor Provided by Lessor: Janitorial Only

Term of Lease: Retroactively from July 1, 1994 through June 30, 1995.

Right of Renewal: One one-year option

Source of Funds: 55 percent State Funds and 45 percent General Fund in the 1994-95 budget of DPH

(2) **Location:** 615 Grant Avenue (entire third floor)

Purpose of Lease: Outpatient Clinic for Community Mental Health Services

Lessor: Patrick and Esther Leung

No. of Sq. Ft. and Cost/Month: 3,815 sq. ft. @ \$1.20 sq. ft./mo. = \$4,577

Annual Revenue: \$54,930

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

**% Increase
over 1993-94:** 10 percent

**Utilities and Janitor
Provided by Lessor:** Janitorial Only

Term of Lease: Retroactively from July 1, 1994 on a month-to-month basis
(not to exceed 12 months)

Right of Renewal: None

Source of Funds: 55 percent State Funds and 45 percent General Fund in the
1994-95 budget of DPH

(3) Location: 615 Grant Avenue (entire fourth floor)

Purpose of Lease: Outpatient Clinic for Community Mental Health
Services

Lessor: Patrick and Esther Leung

**No. of Sq. Ft. and
Cost/Month:** 4,165 sq. ft. @ \$1.08/sq. ft./mo. = \$4,484 rent/month

Annual Revenue: \$53,808

**% Increase
over 1993-94:** 10 percent

**Utilities and Janitor
Provided by Lessor:** No

Term of Lease: Retroactive from July 1, 1994 on a month-to-month basis
(not to exceed 12 months)

Right of Renewal: None

Source of Funds: 55 percent State Funds and 45 percent General Fund in the
1994-95 budget of DPH

(4) Location: 111 Potrero Avenue

Purpose of Lease: Outpatient Mental Health Clinic

Lessor: 111 Potrero Partnership

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

No. of Sq. Ft. and Cost/Month: 6,000 sq. ft. @ \$0.93/sq. ft./mo. = \$5,602 rent/mo.

Annual Revenue: \$67,226

% Increase over 1993-94: Four percent

Utilities and Janitor Provided by Lessor: Janitorial Only

Term of Lease: Retroactively from July 1, 1994 through June 30, 1995

Right of Renewal: Two one-year options

Source of Funds: 55 percent State Funds and 45 percent General Fund in the 1994-95 budget of DPH

(5) **Location:** 298 Monterey Boulevard

Purpose of Lease: Outpatient Mental Health Clinic

Lessor: John William Powell and Sylvia Campbell Powell

No. of Sq. Ft. and Cost/Month: 4,025 sq. ft @ \$0.57/sq. ft./mo. - \$2,300 rent/mo.

Annual Revenue: \$27,600

% Increase over 1993-94: None

Utilities and Janitor Provided by Lessor: Janitorial Only

Term of Lease: Retroactively from July 1, 1994 on a month-to-month basis (not to exceed 12 months)

Right of Renewal: None

Source of Funds: 55 percent State Funds and 45 percent General Fund in the 1994-95 budget of DPH

(6) **Location:** 1548 Stockton Street

Purpose of Lease: Outpatient Mental Clinic

Lessor: Eugene Y.C. and Anita Tak Hing Choi

No. of Sq. Ft. and Cost/Month: 4,503 sq. ft. @ \$1.50/sq. ft./mo. = \$6,734 rent/mo.

Annual Revenue: \$80,808

% Increase over 1993-94: None

Utilities and Janitor Provided by Lessor: Janitorial Only

Term of Lease: Retroactive from July 1, 1994 on a month-to-month basis (not to exceed 12 months)

Right of Renewal: None

Source of Funds: 55 percent State Funds and 45 percent General Fund in the 1994-95 budget of DPH

(7) **Location:** 755-61 South Van Ness Avenue (entire ground floor)

Purpose of Lease: Mental Health Outpatient Clinic

Lessor: AIM TWO

No. of Sq. Ft. and Cost/Month: 7,101 sq. ft @ \$0.80/sq. ft./mo. = \$5,689 rent/month

Annual Revenue: \$68,268

% Increase over 1993-94: None

Utilities and Janitor Provided by Lessor: No

Term of Lease: Retroactive from July 1, 1994 on a month-to-month basis (not to exceed 12 months)

Right of Renewal: None

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Source of Funds: 55 percent State Funds and 45 percent General Fund in the 1994-95 budget of DPH

(8) Location: 759 South Van Ness Avenue (entire second floor)

Purpose of Lease: Children's Outpatient Mental Health Clinic

Lessor: AIM TWO

No. of Sq. Ft. and Cost/Month: 6,445 sq. ft. @ \$0.83/sq. ft./mo. = \$5,349

Annual Revenue: \$64,190

% Increase over 1993-94: None

Utilities and Janitor Provided by Lessor: Janitorial Only

Term of Lease: Retroactively from July 1, 1994 through June 30, 1995

Right of Renewal: Three one-year options

Source of Funds: 55 percent State Funds and 45 percent General Fund in the 1994-95 budget of DPH

(9) Location: 471 Jessie Street (entire ground floor)

Purpose of Lease: Outpatient Mental Health Clinic

Lessor: Susan McAllister Moxon

No. of Sq. Ft. and Cost/Month: 1,500 sq. ft. @ \$1.01/sq. ft./mo. = \$1,513 rent/mo.

Annual Revenue: \$18,156

% Decrease over 1993-94: 12 percent decrease

Utilities and Janitor Provided by Lessor: Janitorial Only

Term of Lease: Retroactively from July 1, 1994 through June 30, 1995

Right of Renewal: One one-year option

Source of Funds: 55 percent State Funds and 45 percent General Fund in the 1994-95 budget of DPH

(10) Location: 471 Jessie Street (entire second and third floors)

Purpose of Lease: Outpatient Mental Health Clinic

Lessor: Susan McAllister Moxon

No. of Sq. Ft. and Cost/Month: 2,824 sq. ft. @ \$1.01/sq. ft./mo. = \$2,849

Annual Revenue: \$34,187

% Decrease over 1993-94: 6 percent decrease

Utilities and Janitor Provided by Lessor: Janitorial Only

Term of Lease: Retroactively form July 1, 1994 through June 30, 1995

Right of Renewal: One one-year option

Source of Funds: 55 percent State Funds and 45 percent General Fund in the 1994-95 budget of DPH

(11) Location: 615 Grant Avenue (entire fifth floor)

Purpose of Lease: Chinatown Child Development Center

Lessor: 1992 Louie Family Trust and 718 California Street Corporation

No. of Sq. Ft. and Cost/Month: 4,100 @ \$1.43/sq. ft./mo. = \$5,860

Annual Revenue: \$70,320

% Increase over 1993-94: None

Utilities and Janitor Provided by Lessor:	No
Term of Lease:	Retroactive form July 1, 1994 through June 30, 1995
Right of Renewal:	Three one-year options
Source of Funds:	55 percent State Funds and 45 percent General Fund in the 1994-95 budget of DPH
Comments:	<p>1. The Real Estate Department reports that the proposed rents reflect the fair market value for the properties. The Real Estate Department has submitted a letter which explains the increases and decreases in rental costs from FY 1993-94 (see Attachment), with the exception of Lease No. 4, 111 Potrero Avenue which would increase by four percent. Mr. Phil Aissen of the Real Estate Department advises that the four percent increase for FY 1994-95 is stipulated in the existing lease agreement.</p> <p>2. According to the Real Estate Department, a site located at 729 Filbert Street has been identified to accommodate the planned consolidation, estimated to take place in September, 1994, of clinic services currently being provided at 615 Grant Avenue (Lease No. 2 - third floor and Lease No. 3 - fourth floor), 1548 Stockton Street (Lease No. 6). Therefore, these proposed leases are on a month-to-month basis. Mr. Aissen advises that Lease No. 5 - 298 Monterey Boulevard is on a month-to-month basis at the request of DPH because the DPH was concerned about committing to funding for an entire year and Lease No. 7 - 755-61 South Van Ness Avenue is on a month-to-month basis because it may potentially be moved to another location. Mr. Aissen reports that the Attachment incorrectly reflects that Lease No. 7 would be moved to 729 Filbert Street in September, 1994.</p> <p>3. Funding for all of these proposed leases has been included in the DPH's FY 1994-95 budget.</p> <p>4. As noted above, the proposed lease renewal and lease extensions have an effective date of July 1, 1994. As such, the title and body of the proposed resolution should be amended to provide for these leases to be entered into retroactively.</p>

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Recommendation:

1. Amend the title and body of the proposed resolution to provide for these leases to be entered into retroactively.
2. Approve the proposed resolution, as amended.

and County of San Francisco

Real Estate Department

Office of the
Director of Property

June 10, 1994



HEALTH DEPARTMENT
Authorizing Extension and
Renewal of Leases

Through Rudolf Nothenberg
Chief Administrative Officer

A handwritten signature in dark ink, appearing to read "Rudolf Nothenberg", written over the typed name.

Honorable Board of Supervisors
City and County of San Francisco
235 City Hall
San Francisco, CA 94102

Dear Board Members:

We recommend your approval of the attached proposed Resolution authorizing the extension and renewal of certain existing leases of real property on behalf of City, as Lessee.

ITEM 1. City has leased the entire second floor at 615 Grant Avenue since 1985 for use as the Chinatown Child Development Center. The lease provides that the monthly rental for the one year period commencing July 1, 1994 shall be \$4,491.52. This represents a 10% increase from that previously paid. The subject area being approximately 3,815 square feet results in a rental rate of \$1.18 per square foot per month. Janitorial service is included in the rent. City is responsible for gas, electrical, water and scavenger. The owners forewent a 5% scheduled rent increase for the 1993-94 fiscal year. However, they declined to forego the scheduled increase for the 1994-95 fiscal year.

ITEM 2. City has leased the entire third floor at 615 Grant Avenue since 1975 for use as an Outpatient clinic for Community Mental Health Services. The lease provides that the monthly rental commencing July 1, 1994 shall be \$4,577.47. This represents a 10% increase from that previously paid. The subject area being approximately 3,815 square feet results in a rental rate of \$1.20 per square foot per month including janitorial. City is responsible for utilities. The owners forewent a 5% scheduled rent increase for the 1993-94 fiscal year. However, they declined to forego the scheduled increase for the 1994-95 fiscal year. This clinic is on a month-to-month tenancy and is to be relocated approximately September 1994 to 729 Filbert Street.

ITEM 3. City has leased the entire fourth floor plus a portion of the third floor at 615 Grant Avenue since 1986 for use as an Outpatient Clinic for Community Mental Health Services. The lease provides that the monthly rental commencing July 1, 1994 shall be \$4,484.00. This represents a 10% increase from that previously paid. The subject area being approximately 4,165 square feet results in a rental rate of \$1.08 per square foot per month. City is responsible for utilities and janitorial. The owners forewent a 5% scheduled rent increase for the 1993-94 fiscal year. However, they declined to forego any of the scheduled increase for the 1994-95 fiscal year. This clinic is on a month-to-month tenancy and is to be relocated approximately September 1994 to 729 Filbert Street.

ITEM 4. City has leased the ground floor at 111 Potrero Avenue since 1987 for use as an Outpatient Mental Health Clinic. The lease provides that the monthly rent commencing July 1, 1994, shall be \$5,602.20 or an increase of 4%. This results in a rental rate of \$0.93 per square foot per month for 6,000 square feet. City pays gas, electricity, water, and scavenger. Owner pays for janitorial service.

ITEM 5. City has leased the entire real property at 298 Monterey Boulevard on an annual basis since 1974 for use as an Outpatient Mental Health Clinic. The monthly rent commencing July 1, 1994 shall be \$2,300.00 or no increase. This results in a rental rate of \$0.57 per square foot per month for approximately 4,025 square feet. Janitorial service is included in the rent. City's responsible for all utilities.

ITEM 6. City has leased the entire real property at 1548 Stockton Street since 1976 for use as an Outpatient Mental Clinic. The monthly rental commencing July 1, 1994 shall be \$6,734.00 representing no increase from the previous year. The subject area being approximately 4,503 square feet results in a rental rate of \$1.50 per square foot per month. Owner pays janitorial. City pays for gas, electricity, water, and scavenger. This clinic is on a month-to-month tenancy and is to be relocated approximately September 1994 to 729 Filbert Street.

ITEM 7. City has leased the entire ground floor at 755-61 South Van Ness Avenue since 1973 for use as a Mental Health Outpatient Clinic. This clinic is on a month-to-month tenancy and is to be relocated approximately September 1994 to 729 Filbert Street. The lease provides that the monthly rental rate commencing July 1, 1994 shall be \$5,689.00 per month or no increase. The subject area being approximately 7,101 square feet results in a rental rate of \$0.80 per square foot per month. City is responsible for all utilities and janitorial service.

ITEM 8. City has leased the entire second floor at 759 South Van Ness Avenue since 1988 for use as a Children's Outpatient Mental Health Clinic. The monthly rental rate for the one (1) year period commencing July 1, 1994 shall be \$5,349.19. There is no change in rent from the prior year. The subject area being approximately 6,445 square feet results in a rental rate of \$0.83 per square foot per month. Janitorial service is included in rent. City is responsible for gas, electrical, water, and scavenger.

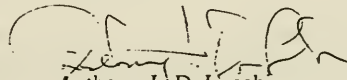
ITEM 9. City has leased the entire ground floor at 471 Jessie Street since 1987 for use as an Outpatient Mental Health Clinic. The lease provides that the base monthly rental for the one-year period commencing July 1, 1994 shall be \$1,808.73 or an increase of 5%. However, City's Real Estate Department was successful in negotiating a downward rent adjustment to \$1,513.24 or a decrease of 12%. The subject area being approximately 1,500 square feet results in a rental rate of \$1.01 per square foot per month. Janitorial service is included in rent. City is responsible for gas, electricity, water, and scavenger.

ITEM 10. City has leased the entire second and third floors at 471 Jessie Street since 1985 for use as an Outpatient Mental Health Clinic. The lease provides that the monthly rental for the one-year period commencing July 1, 1994 shall be \$3,024.95 or an increase of 5%. However, City's Real Estate Department was successful in negotiating a downward rent adjustment to \$2,848.94

or a decrease of 6%. The subject area being approximately 2,824 square feet results in a rental rate of \$1.01 per square foot per month. Janitorial service is included in rent. City is responsible for gas, electricity, water, and scavenger.

ITEM 11. City has leased the entire fifth floor at 615 Grant Avenue since 1986 for use as the Chinatown Child Development Center. The final option to extend the term terminates on June 30, 1994. The renewal lease is for one year plus three one-year extension options at a monthly rental of \$5,860. This represents no increase from the rent previously paid. The subject premises being approximately 4,100 square feet results in a rental rate of \$1.43 per square foot per month. City is responsible for all utilities and janitorial. The owner has agreed to construct, at its sole cost, a rest room which complies with ADA handicapped requirements. The subject premises contains space which is far superior in quality and location to that being leased on other floors of the building.

Sincerely,



Anthony J. DeLucchi
Director of Property

Attachment

cc: Ed Harrington, Controller
Sandra Hernandez, M.D., DPH
Monique Zmuda, DPH
Larry Doyle, CMHS
Bruce Yow, CMHS

PA:kb:
DPHRen7Ltr

Memo to Government Efficiency and Labor Committee
August 2, 1994 Government Efficiency and Labor Committee Meeting

Item 13 - File 65-94-15

Department: Real Estate Department

Item: Ordinance authorizing and approving the renewal of a lease of space in City-owned property at 25 Van Ness Avenue, consisting of a portion of the ground floor, to Liu's Family and Restaurant Management, Inc., commencing retroactively as of July 1, 1994.

Location: 25 Van Ness Avenue

Purpose of Lease: Restaurant (Bull's Texas Cafe)

Lessee: Liu's Family and Restaurant Management, Inc.

No. of Sq. Ft. and Cost/Month: 7,060 square feet @ \$1.00 per sq. ft., or \$7,060 per month, plus 9 percent of Tenant's Quarterly Gross Sales in excess of \$235,000 per quarter.

Annual Revenue: \$84,720 per year in base rent payable to the City by Liu's Family and Restaurant Management, Inc., plus 9 percent of Tenant's Quarterly Gross Sales in excess of \$235,000 per quarter.

% Decrease over 1993-94: 21.6 percent decrease in annual base rent (see Comment #4)

Utilities and Janitor Provided by Lessee: Yes (see Comment #3)

Term of Lease: Retroactively from July 1, 1994 through June 30, 1999

Right of Renewal: Two 5-year renewal options

Description: The 25 Van Ness Avenue building containing 131,666 square feet was acquired by the City and County of San Francisco in October 1991 with the issuance of Certificates of Participation (C.O.P.). The City uses 89,020 square feet (67.6 percent) of the building for City offices and leases 42,646 square feet (32.4 percent) of the building to private businesses.

Bull's Texas Cafe (Bull's) has been a tenant at 25 Van Ness Avenue since 1984 and the City assumed this lease when the City acquired the building in 1991. According to the Real Estate Department, the existing lease expires on October 31, 1994 and includes two 5-year renewal options.

BOARD OF SUPERVISORS
BUDGET ANALYST

According to Mr. Steve Alms of the Real Estate Department, Bull's recently began to experience financial difficulty (declining sales), due in part to renovation work by the Real Estate Department at the 25 Van Ness facility. At the request of the Real Estate Department, the Controller's Office examined the current financial condition of Bull's. The Controller's Office found that "Bull's Texas Cafe is experiencing financial difficulty" and that reporting procedures sometimes result in inaccurate reports to the City. The Controller's Office recommended that the "Department (Real Estate) require Bull's Texas Cafe to improve its procedures by retaining the adding machine tapes used to calculate its monthly sales summary reports. In addition, the Department should require Bull's Texas Cafe to submit monthly sales and expense statements to the Department. The Department should closely monitor the statements for any unusual decreases in sales and increases in expenses to determine if Bull's Texas Cafe can continue to pay its monthly rents." Due to the Controller's Office's findings of "financial difficulties", the Real Estate Department has negotiated a restructuring of the existing lease with Liu's Family and Management, Inc.

The proposed ordinance would authorize and approve a renewal of the lease by exercising the first five-year renewal option with certain modifications of a) the base rent structure, b) the additional rent paid on the basis of a percentage of gross sales c) the lease term and d) the addition of another five-year renewal option, as follows:

	<u>Current</u>	<u>Proposed</u>
<u>Base Rent</u>	\$9,000 per month or \$108,000 annually (approx. \$1.27/sq. ft./mo. or \$15.30 per year)	\$7,060 per month or \$84,720 annually (\$1.00 per sq. ft./mo. or \$12.00 per year)
<u>% of Quarterly Gross Sales</u>	6% on excess of \$150,000 per month (\$450,000 per quarter)	9% on excess of \$235,000 per quarter
<u>Term</u>	First 5-year option to begin November 1, 1994	First 5-year option to begin July 1, 1994
<u>Renewal Options</u>	Two 5-year options	Three 5-year options

Comments:

1. According to the Real Estate Department, the base rent for the second and third five-year option periods of the

proposed lease renewal would be escalated annually based on the increase in the Consumer Price Index, with a 3 percent minimum and 7 percent maximum per year.

2. The Real Estate Department reports that the proposed base monthly rental rate of \$7,060 and the additional rent of 9 percent of gross sales in excess of \$235,000 per quarter have been determined by the Real Estate Department to be the best rent obtainable for the Van Ness location given the industry wide decline in San Francisco restaurant business and given Bull's financial difficulties.

3. Under the proposed ordinance, the City would receive annual base rental revenues of \$84,720 (\$12 per sq. ft. per year) from Bull's, or \$23,280 (21.6 percent) less than the \$108,000 (approximately \$15.30 per sq. ft. per year) in annual base rental revenues received under the existing lease. However, under the existing lease, the City is responsible for providing weekend janitorial services to the restrooms utilized by Bull's. According to Mr. Alms, the janitorial services provided to Bull's cost the City approximately \$854 per month or approximately \$10,250 per year. Under the proposed lease, Bull's would pay for these janitorial services. Therefore, under the proposed ordinance, the City would receive a net decrease in rental revenues of \$13,030 (\$108,000 less \$84,720 plus \$10,250 in savings for janitorial services).

4. Under the terms of the existing lease, the City is paid annual rentals of \$108,000 plus six percent of gross sales in excess of \$150,000 per month. The terms of the proposed lease would change the rental percentage rate on gross sales revenue from six percent of gross sales in excess of \$150,000 per month (\$450,000 per quarter) to nine percent of gross sales in excess of \$235,000 per quarter (\$78,333 per month). According to Mr. Alms, the recent average monthly gross sales for Bull's is \$82,865, or an average of approximately \$248,595 per quarter. Therefore, the City has not received any rental revenues based on a percentage of gross sales under the existing lease because sales did not exceed \$150,000 in any month. According to Mr. Alms, while Bull's gross sales have decreased from January, 1992 to March, 1994 such sales have been increasing since March 1994. If the current average monthly sales continue, which the Real Estate Department believes will happen, the proposed lease renewal could eventually produce more revenue to the City than the existing lease, according to the Real Estate Department.

5. Mr. Alms advises that due to the estimated costs of \$350,000 to convert the subject space into other retail business or office space, it would be in the best interest of the City to enter into the proposed lease renewal with Bull's rather than solicit bids for a new tenant (see Attachment).

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



M E M O R A N D U M

July 28, 1994

TO: Jennifer Olivas
Office of the Budget Analyst

FROM: Steve Alms
Building Manager
25 Van Ness Avenue

A handwritten signature in dark ink, appearing to read "S. Alms", written over the printed name and title.

SUBJECT: Bull's Texas Cafe

Per our conversation, it is the estimate of the Real Estate Department that the cost to convert the Bull's premises to other retail or office use would be as follows:

Rent Loss During Marketing, Demolition & Construction (6 - 12 mo.)	Low \$42,000	High \$63,000
Tenant Improvement Costs @ \$35 - \$50/s.f.	\$247,100	\$353,000
Total Estimated Range	\$289,100	\$416,000

We believe that an estimate based on a central tendency is appropriate, or a cost of approximately \$350,000.

If I can provide additional information, please contact me.

11/12/94/bul's/cebu0728.wpd

Item 14 - File 107-94-4

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 19, 1994.

Department: Department of Social Services (DSS)

Item: Resolution approving the plan of services for the Cal-Learn Program by the Department of Social Services.

Description: **Background**

The Cal-Learn Program is part of the California Work Pays Demonstration Project, established by the passage of Senate Bills 35 and 1078. The goal of this legislation is to reduce long-term welfare dependency by assisting teen parents on Aid to Families with Dependent Children (AFDC) to stay in or return to school. DSS is required by law to submit a county plan of services for Cal-Learn to the State Department of Social Services before implementing its plan, which first must be approved locally by the Board of Supervisors.

Scope of Mandated Services

The State's Cal-Learn legislation mandates the scope of services that Counties must provide, but allows each County the latitude to develop its program budget and plan of service delivery. Specifically, the State mandates that each County (a) contract with the local Adolescent Family Life Program (AFLP) to provide case management services, (b) provide child care and supportive services (such as school books and transportation) for teen parents while they attend school, and (c) provide financial incentives and penalties linked to school performance, administered through AFDC. The County's proposed budget and plan of implementation is subject to the approval of the Board of Supervisors and the State Department of Social Services.

The Cal-Learn legislation mandates that all pregnant teens and custodial teen parents (teenagers who have sole custody of their children) who are on AFDC and do not have a high school diploma will be required to attend full-time school programs that will lead to a high school diploma or its equivalent. All AFDC teen parents must participate in Cal-Learn unless they are deferred or exempted.

Required Financial Incentives

The Cal-Learn program was designed to replace the current Teen GAIN program. According to the State regulations, both Cal-Learn and GAIN mandate the Counties to provide

case management and supportive services, but Cal-Learn legislation added required financial incentives such as a \$100 bonus for maintaining a C average or above, and penalties such as a \$100 reduction in a family's aid for failing to achieve D grade average. These bonuses and sanctions are applied directly to a family's AFDC payment, but penalties will not exceed \$50 per month. A \$500 bonus will be paid directly to the teenager upon graduation or its equivalent.

Although the bonuses and sanctions set forth in the State Cal-Learn legislation are mandatory and DSS may not alter the monetary value of such bonuses and sanctions, the State allows DSS case workers latitude in determining when sanctions must be applied. Section 42-766.6 of the State Cal-Learn legislation sets forth the process case workers must follow in implementing bonuses and sanctions. Although this legislation requires that a \$100 sanction is initiated against a teen parent with a D grade average or below, such teen parent may request a "good cause determination" to avoid this sanction.

Section 42-766.633 requires the case worker to "make reasonable efforts" to contact the teen parent within ten days after receiving the report card, and at that time the teen parent may request such good cause determination to prevent the \$100 sanction. If good cause is found by the social worker within the 10-day reasonable effort period, the case manager shall not initiate the \$100 sanction.

"Good cause" as defined in Section 42-768.3 relates to circumstances beyond the teen parent's control that substantially deprived the teen parent of the ability to make adequate progress in school. Circumstances that would result in a good cause determination include: (1) teen parent is ill or incapacitated; (2) teen parent is required to appear in court or is incarcerated; (3) inclement weather or an act of nature precludes the teen parent and other persons from traveling to an activity; (4) teen parent has no access to transportation; (5) appropriate child care is not available; (6) teen parent experiences a family crisis, including death or illness of a spouse, parent or child. In addition to these criteria, the case worker has the discretion to grant a good cause determination if the case worker feels that there are "substantial and compelling reasons" for such a determination. In any of these cases, the \$100 sanction is not applied. The attached letters from Mr. Brian Cahill at San Francisco DSS and Mr. Bruce Wagstaff of the State DSS explain the sanction process further.

Program Implementation

Some components of the Cal-Learn Program will be implemented by divisions of DSS, while other components will be provided by outside organizations under contract with DSS. The Employment and Training Services (ETS) Division of DSS will coordinate the Cal-Learn Program and monitor the contracts. Case management services will be provided by Teenage Adolescent Parenting Program (TAPP), the Adolescent Family Life Program (AFLP) provider in San Francisco (the Cal-Learn legislation requires that each county contracts case management services with the local AFLP). DSS has contracts with child care organizations such as the Children's Council for the provision of supportive services such as child care. Other supplemental services such as tutoring will also be provided through contracts with local organizations. The AFDC Division of DSS will be responsible for referrals, bonuses and sanctions.

Budget:

The estimated cost of the Cal-Learn program in San Francisco is \$1,663,345 in 1994-95, based on a DSS estimated client base of approximately 200 pregnant and parenting AFDC teenagers. According to the proposed DSS plan, the first 100 teen parents will be enrolled in September, 1994 and the remaining 100 will be enrolled in October 1994. The program will be funded from State and Federal funds, as follows:

Case Management Services

\$253,000

TAPP will provide case management services under a contract with DSS. Funds for case management are estimated at \$1,650 per year per case, or \$137.50 per "case-month" (\$1,650 per case per year divided by 12 months per year). The case load is expected to be 100 clients by September, 1994 and an additional 100 clients by October, 1994. Total "case-months" equals 100 clients times 10 months (September 1994 through June 1995) plus 100 clients times nine months (October 1994 through June 1995), or 1,900. DSS assumes approximately 60 case-months will not be included in the cumulative caseload due to exemptions (such as illness or unavailability of or lack of program funding for transportation or for child care services), and therefore calculates a total cumulative caseload of 1,840 case-months (1,900 case-months minus 60 exempt case-months).

County Program Administration

\$36,708

Administrative costs (including eligibility work) are calculated based on the County's eligibility worker salary and overhead (\$39.90 per hour in San Francisco) x 0.5 hour per case month x 1,840 case-months. These services will be provided by DSS ETS eligibility workers who are currently providing case management services to teenagers in the Teen GAIN program.

Child Care Support Services

\$1,351,059

Child care costs were estimated by applying various hourly rates for child care to an estimated 340 children times a specific number of child care hours. DSS assumed that 60% of children would receive unlicensed child care (at a lower rate per hour), and the remaining 40% would receive licensed child care, and that the child care rate is higher for children age two and under. The weighted average hourly rate for child care used by DSS is approximately \$2.86. DSS assumed that some children will require part-time child care while others will require full-time care, and that child care is needed for nine months (or 39 weeks) while the teenager attends school. The weighted average hours of child care is approximately 35.626 hours per week. Therefore, the total cost for child care is 340 children x \$2.86 per hour x 35.626 hours per week x 39 weeks per year, for a total of approximately \$1,351,059.

Transportation Support Services

\$21,578

Transportation costs were calculated by applying the monthly rates for a MUNI Fast Pass times the estimated number of teenagers in each age group (130 teens under 18 years old x \$7.75 per month x 9 months, or approximately \$9,068, plus 40 teens age 18 and over x \$34.75 per month x 9 months, or \$12,510, for a total of approximately \$21,578).

Ancillary Services

\$1,000

Ancillary costs of \$1,000 were estimated based on historical GAIN experience.

TOTAL

\$1,663,345

Once San Francisco DSS's Cal-Learn Program plan is approved by the Board of Supervisors and the State

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August 2, 1994 Government Efficiency and Labor Committee Meeting

Department of Social Services, DSS can begin implementing the program and submitting claims to the State for program expenditures. The State will reimburse the City and County 100 percent for expenditures within the approved budget. The \$1,663,345 of anticipated expenditures are included in DSS's 1994-95 budget, along with the same amount in revenues from the State for the Cal-Learn program.

Comments:

1. Ms. Judy Bley, Director of Planning and Budget at DSS, reports that expenditures for the Cal-Learn program (within the approved budget) are fully reimbursed by the State with both State and Federal funds. No local funds are used for the implementation of the Cal-Learn program. If additional funds are needed due to a larger than estimated client base, DSS must apply for supplemental approval from the State DSS for any additional expenditures.

2. According to Ms. Bley, this proposed Cal-Learn plan will require no additional dedication of DSS staff. Eligibility workers at the ETS division of DSS currently provide case management services to teenagers for the Teen GAIN program. As mandated by the State Cal-Learn legislation, case management services under Cal-Learn will be provided by TAPP, and DSS workers will be responsible only for the oversight and administration of the program, replacing their current Teen GAIN program case management responsibilities.

3. As previously noted, the State's Cal-Learn legislation mandates the scope of services that counties must provide, but allows each County to develop a proposed budget and plan of implementation. This proposed budget and implementation plan is subject to approval by the Board of Supervisors and the State Department of Social Services.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

City and County of San Francisco

Department of Social Services



Brian F. Cahill
General Manager

Assistant General Managers
Sally Kipper
Pat Reynolds
John R. Vera

July 27, 1994

Supervisor Terence Hallinan, Chair
Government Efficiency and Labor Committee
SF. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

Dear Supervisor Hallinan,

RE: File 107-94-4
Cal-Learn Program

This letter is in response to a question raised by Supervisor Carol Migden at the July 19th meeting of the Government Efficiency and Labor Committee regarding the above file.

Supervisor Migden asked if the amount of the AFDC financial sanctions for Teens, determined not satisfactorily participating in school, is under local control. The State is clear that the application of sanctions and bonuses is not discretionary. The sanction requirement is mandated by Welfare and Institutions Code Section 11333.7 and further delineated in regulation by the State Department of Social Services Manual of Policy and Procedures (MPP) Section 42-766.6. Attached is a letter from the California Department of Social Services which confirms this information.

As you know, the amount of a sanction is \$100.00. The sanction is to be applied over a two month period. In any month no more than \$50.00 will be reduced from any grant. As with any other reduction in an AFDC grant, the client retains the right to request a fair hearing if they believe their grant was reduced unfairly.

I hope this addresses the committee concerns about the Cal-Learn Program. I have confidence that this program will successfully bring students back to school and will be operated in a fair and equitable manner.

Sincerely,

A handwritten signature in cursive script, appearing to read "B. Cahill".

Brian Cahill
General Manager

cc: Supervisor Carol Migden
Supervisor Barbara Kaufman

STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES

744 P Street Sacramento, CA 95814



July 25, 1994

Brian F. Cahill, General Manager
San Francisco Department of
Social Services
170 Otis Street
P. O. Box 7988
San Francisco, CA 94120

Dear Mr. Cahill:

This letter is in response to a request by Mr. Patrick Duterte of your staff on July 19, 1994 regarding the application of sanctions in the Cal-Learn Program. The specific question was whether counties had local discretion over the amount that a Cal-Learn teen could be sanctioned. Mr. Duterte asked if a sanction less than \$100 dollars could be applied when a Cal-Learn teen becomes subject to a sanction, and whether a county could choose to apply a sanction of one dollar.

The answer to the question is no. A county does not have the discretion to determine the amount a Cal-Learn teen is sanctioned when the teen meets all criteria for a sanction. When a Cal-Learn teen is required to submit a report card to their case manager and either the report card fails to demonstrate adequate progress (less than a "D" average) or the teen does not turn in a report card, and there is no good cause for the teen's actions, a \$100 sanction is applied against the Aid to Families with Dependent Children (AFDC) grant.

The only exception to the application of the \$100 sanction is when a teen is late turning in a report card. If there is no good cause for the teen's late submittal of the card, but the report card indicates adequate progress (a "D" average) or better, the sanction is reduced to \$50.

The sanction requirement is mandated by Welfare and Institutions Code Section 11333.7 and further delineated in regulation by this Department's Manual of Policy and Procedures (MPP) Section 42-766.6.

It is important to note that sanctions are not immediately applied upon entering into the Cal-Learn Program. A teen must participate for at least 90 days in Cal-Learn prior to either earning a bonus, or being subject to a sanction. Additionally,

Brian Cahill
Page Two

failure to turn in a report card or failure to demonstrate adequate progress does not automatically result in a sanction. Both statute and regulation specify that a teen has the opportunity to request a good cause determination regarding their failure to demonstrate adequate progress. Upon that request, the case manager for the teen must review the teen's situation and make a determination in accordance with the criteria in MPP Section 42-768.3. If good cause is found, the sanction is waived.

Finally, prior to initiating a sanction, a case manager must complete several actions which constitute a "reasonable efforts" period. These actions include informing the teen of the consequences of not making adequate progress, attempting to reach the teen and to secure a face-to-face meeting with the teen. Only after these actions take place can a case manager begin the process which results in a sanction.

This Department is committed to ensuring that the Cal-Learn Program is implemented in a statewide, uniform manner throughout California. If I or my staff can provide any assistance to San Francisco County in order to meet this goal, please feel free to contact me at (916) 657-2367, or have staff contact Nancy Remley of my staff at (916) 654-1514.

Sincerely,



for Bruce Wagstaff, Chief
Employment and Immigration
Programs Branch

c: Patrick Duterte

Item 15 - File 172-94-28

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to enter into a contract retroactively between the City and the San Francisco Child Abuse Council, Inc. for the provision of education and training to mandated reporters and other professional, community and civic organizations.

Contract Amount: \$25,000

Source of Funds: Children's Trust Fund (Birth Certificate Fees - \$4.00 from each \$12.00 Birth Certificate Fee is credited to this fund). The balance in the Children's Trust Fund at July 18, 1994 is approximately \$149,505.

Contract Period: July 1, 1994 through June 30, 1995

Description: The proposed resolution would authorize the Department of Social Services (DSS) to enter into a contract retroactively between the City and the San Francisco Child Abuse Council (the "Council") for the provision of education and training to mandated reporters and other professional, civic and community organizations. A "mandated reporter" is defined as a person mandated by State Penal Code Sections 11165 and 11166 to report incidents of child abuse and neglect which he or she has observed or has knowledge of through his or her professional capacity (such as a teacher, foster parent, or health practitioner).

The County Children's Trust Fund was established pursuant to State legislation to fund child abuse and neglect prevention and intervention programs operated by nonprofit organizations or public institutions of higher learning with recognized expertise in child welfare. The Children's Trust Fund is supported through income from birth certificate fees. The San Francisco Child Abuse Council, Inc. is a nonprofit agency.

The proposed contract would be funded with \$25,000 from the County Children's Trust Fund. Under the terms of the proposed contract, the San Francisco Child Abuse Council will provide training to the staff of public and private agencies such as social service and child care agencies, schools, law enforcement agencies, and battered women's shelters. On-site training will include child welfare and family preservation theory, child abuse reporting, confidentiality, indicators of abuse and neglect, effective

interventions, and local, community and governmental resources. DSS staff will be invited to participate in all training sessions.

The proposed contract requires the Council to provide the following services:

1. Hold a minimum of one meeting each quarter with Child Abuse Hotline staff to assess referral trends and training needs.
2. Distribute 2,000 Child Abuse Response brochures throughout minority communities in San Francisco.
3. Provide a minimum of 60 training sessions for mandated reporters and other community groups.
4. Train a minimum of 300 mandated reporters and other community members.

The San Francisco Child Abuse Council is required, under the proposed contract, to provide DSS with monthly reports including invoices for reimbursement, and documentation regarding the number of training sessions held, attendees, and organizations trained. The Council is also required to submit quarterly reports that include reports on training sessions held, attendees, and progress on other contract requirements listed above.

Budget:

The total proposed \$25,000 contract amount is budgeted as follows:

Educational Coordinator (0.3 FTE)*	\$20,400
Office Supplies	600
Communications	900
Travel	600
Accounting/Audit	500
Equipment Rental (Xerox)	600
Booklets	<u>1,400</u>
TOTAL	\$25,000

*Includes fringe benefits for FICA, unemployment insurance, health and workers compensation insurance.

Comments:

1. According to Mr. Fredrick Floyd of the Department of Social Services, the City and County of San Francisco has had a similar contract with the San Francisco Child Abuse Council for the provision of services, each year since 1981. The most recent contract was for \$50,000 for the year from March 1, 1993 to February 28, 1994, plus a contract extension of \$16,667 for the four months from March 1, 1994

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BUDGET ANALYST

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to June 30, 1994. The previous year (March 1, 1992 through February 28, 1993) contract was also for \$50,000.

2. Mr. Floyd reports that the Council's contract was reduced from \$50,000 in previous years to \$25,000 in 1994-95 due to declining income into the Children's Trust Fund. Rather than provide public awareness services as the Council did under previous contracts, DSS has decided to limit the scope of the proposed 1994-95 contract to the training of mandated reporters and other related individuals and organizations, due to these budget limitations. The Child Abuse Council still provides public relations and information services to the general public as part of the Council's mission.

3. As noted above, the proposed contract would commence July 1, 1994. According to Mr. Floyd, the contract with the Council was awarded by DSS subject to approval by the Board of Supervisors. The Council has already begun to provide services pursuant to the contract (although DSS will not provide payment to the Council for these services until the proposed resolution is approved by the Board of Supervisors).

4. The Children's Trust Fund balance as of July 18, 1994 is approximately \$149,505. Approval of this proposed \$25,000 contract with the Child Abuse Council and a proposed contract with the University of California Early Parenting Project, \$123,000 of which would be funded with Children's Trust Fund monies, (see Item 16, File 172-94-29 of this report) for a total of \$148,000 in requests from the Children's Trust Fund, would result in a remaining balance in this Fund of \$1,505. Mr. Floyd reports that the Children's Trust Fund revenues have declined steadily in recent years due to a declining birth rate, resulting in fewer Birth Certificate fees.

Recommendation: Approve the proposed resolution.

Item 16 - File 172-94-29

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to enter into a contract retroactively between the City and County of San Francisco (CCSF) and the University of California Early Parenting Project for the provision of In-Home Supportive Services to DSS-linked families at risk of child abuse or neglect.

Contract Amount: \$172,076

Source of Funds: \$123,000 from the Children's Trust Fund (the balance in the Children's Trust Fund at July 18, 1994 is approximately \$149,505) and \$49,076 from General Fund monies included in DSS's 1994-95 budget

Contract Period: July 1, 1994 through June 30, 1995

Description: The proposed resolution would authorize the Department of Social Services to enter into a contract retroactively with the University of California Early Parenting Project to provide In-Home support services to DSS-linked families at risk of child abuse or neglect.

Pursuant to the terms of the proposed contract, the Early Parenting Project would provide In-Home support services to a minimum of 85 families where substance abuse is a factor which negatively affects parenting skills, and to a minimum of 13 families where additional risk factors (including mental health, cultural adjustment problems, and inadequate social support) negatively affect parenting skills. Each family will be assessed by the project's clinical social worker, and provided case management and weekly home visits from the project's In-Home visitors.

The project's In-Home Visitors shall provide emotional support and instruction regarding substance abuse, parent-child relationships, safety, nutrition, cultural adjustment, and other related topics. The In-Home Visitors will be required to document in writing all observations for review with the clinical social worker. Case conferences on each family will be held within the first two months of a family's referral and before termination from the project. Staff from the DSS-Family and Children's Services (FCS) and other community agencies providing services to the family will be invited to attend such case conferences.

Under the terms of the proposed contract, families will receive services for one year or less unless there is a new infant in the family, or unless specifically authorized by the DSS-FCS Program Manager. A Pediatric Nurse Practitioner (PNP) will provide health care to those families without a health care provider. The Early Parenting Project will be required to submit a monthly progress report and invoice to DSS summarizing client caseload, ongoing and new cases, and client demographics. The Early Parenting Project will also be required to submit quarterly reports summarizing the program's progress to date.

Budget:

The total budget for the Early Parenting Project, which provides services exclusively to DSS clients, is \$194,792. The contract amount is for a total of \$172,076, of which \$123,000 is from Children's Trust Fund and the remaining \$49,076 is from DSS funds included in the 1994-95 budget. The \$172,076 contract represents approximately 88% of the Early Parenting Project's total budget. The remaining \$22,716 or 12% of funding is provided by Mt. St. Joseph's / St. Elizabeth's Epiphany Center. The contract budget is as follows:

Program Staff:

Director/PNP (.70 FTE)	\$40,681.20	
Social Worker (.65 FTE)	30,550.03	
Admin. Assistant (.22 FTE)	5,585.11	
Family Visitors (1.5 FTE)	<u>36,774.00</u>	
Total Salary and Wages		\$113,590.34
Employee Fringe Costs		31,237.34

Non-Personnel Costs:

Office Supplies	\$1,000.00	
Communications	350.00	
Travel	1,296.00	
Photocopy/Printing	720.00	
Equipment Purchased	937.62	
Misc. (Training)	<u>500.00</u>	
Total Non-Personnel Costs		<u>4,803.62</u>
Total Personnel & Non-Personnel		\$149,631.30
Indirect Costs (15%)		<u>22,444.70</u>
TOTAL BUDGET		<u>\$172,076.00</u>

Comment:

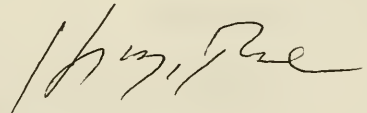
The Children's Trust Fund balance as of July 18, 1994 is approximately \$149,505. Approval of this proposed contract with the University of California Early Parenting Project, \$123,000 of which would be funded with Children's Trust Fund monies, and a proposed \$25,000 contract with the Child Abuse Council (see Item 15, File 172-94-28 of this report) for a total of \$148,000 in requests from the Children's Trust

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Fund, would result in a remaining balance in this Fund of \$1,505. Mr. Fredrick Floyd of the Department of Social Services reports that the Children's Trust Fund revenues have declined steadily in recent years due to a declining birth rate, resulting in fewer Birth Certificate fees.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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CALENDAR

DOCUMENTS DEPT.
AUG 15 1994
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GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

SPECIAL MEETING

MONDAY, AUGUST 15, 1994 1:00 PM Room 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden
CLERK: Joni Blanchard

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

- For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.
- For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

1. File 104-94-1. [Transit Operators, Salary Survey & Certification] Hearing transmitting Civil Service Commission salary survey and certification of wage schedules for Transit Operators pursuant to Charter Section 8.404 for Fiscal Year 1994-95. (Civil Service Commission)

ACTION:

2. File 104-94-1.1. [Memorandum of Understanding - Salaries and Wages] Ordinance adjusting and fixing schedules of compensation effective July 1, 1994, to be paid under the provisions of Charter Section 8.404 to employees occupying Classification 9163 Transit Operator and related trainee class; and incorporating by reference an amendment to the Memorandum of Understanding between the City and County of San Francisco and Transport Workers Union, provisions hereof to remain in effect until the adoption of any ordinance establishing different provisions. (Department of Human Resources)

ACTION:

31
194
CITY AND COUNTY



Public Library, Documents Dept.

ATTN: Jane Judson
OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

August 12, 1994

DOCUMENTS DEPT

AUG 16 1994

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TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendations*
SUBJECT: August 15, 1994 Special Meeting Government Efficiency and Labor Committee

Items 1 and 2 - Files 104-94-1 and 104-94-1.1

Department: Civil Service Commission
Department of Human Resources

Item: Hearing transmitting Civil Service Commission salary survey and certification of wage schedules for Transit Operators pursuant to Charter Section 8.404 for fiscal year 1994-95 (File 104-94-1).

Ordinance adjusting and fixing schedules of compensation effective July 1, 1994 to be paid under the provisions of Charter Section 8.404 to employees occupying Classification 9163 Transit Operator and related trainee class, and incorporating by reference an amendment to the Memorandum of Understanding (MOU) between the City and County of San Francisco (CCSF) and the Transport Workers Union, Local 250-A (File 104-94-1.1).

Description: Section 8.404 of the Charter provides that wages for Municipal Railway platform operators not exceed the average of the two highest rates found in the Civil Service survey of wage rates and fringe benefits paid to transit operators in street railway and bus systems in the United States operating primarily within municipalities with a population of not less than 500,000 and normally employing not less than 400 operators. (See Attachment for the result of this

survey). In prior years, this Charter Section has been approved by the Board of Supervisors to provide that the wages for MUNI platform operators are set at the average of the two highest rates found in the survey. In addition, the Charter provides for the establishment of a Trust Fund for MUNI platform operators. The value of City payments into this Trust Fund can be equal to the value, if any, by which the amount of fringe benefits paid to transit operators in the transit districts surveyed exceed fringe benefits paid to MUNI operators. For the 1994-95 MUNI budget, \$12,150,000 has been previously approved. As a result of this year's survey, \$69,863 is to be added to the \$12,150,000 Trust Fund specifically for payment of premiums for the dental plan benefit, for a total of \$12,219,863 in the Trust Fund in fiscal 1994-95. In fiscal 1995-96, an additional approximately \$1.7 million is to be added to the Trust Fund for this purpose in addition to the previously approved \$12,150,000 for fiscal 1995-96, for a total of \$13,850,000.

As the Attachment to this report shows, the Civil Service survey of transit districts found that the highest transit wages are paid by the Santa Clara County Transit District and the Massachusetts Bay Transportation Authority. The current average of the wages paid by these two districts is \$18.395 per hour. This wage compares to the current MUNI wage rate of \$17.985 per hour and represents an increase of \$0.41 per hour. In addition, the Civil Service survey notes that the wage rate in the Santa Clara County Transit District is scheduled for a further increase effective February 13, 1995 so that the average hourly rate for the two districts will be \$18.395 on July 1, 1994 and \$18.58 on February 13, 1995. The latter rate is approximately 3.3 percent higher than the existing MUNI hourly wage rate of \$17.985. Pursuant to the terms of the proposed amendment to the MOU, the rate of \$18.58 will remain in effect through fiscal 1995-96.

The increase in the pay rates resulting from the survey by the Civil Service Commission for the MUNI's platform operators will result in an additional \$0.41 per hour effective July 1, 1994 from \$17.985 per hour to \$18.395 per hour and an additional \$0.185 per hour effective February 13, 1995 from \$18.395 per hour to \$18.58 per hour for a total increase of \$0.595 or 3.3 percent. In addition, trainee rates will be increased the same percentage, resulting in an increase from the current trainee rate of \$11.33 per hour, to \$11.59 per hour effective July 1, 1994 and an increase to \$11.71 per hour effective February 13, 1995. This will result in increased salary and fringe benefit costs to the City and County of

approximately \$2,617,673 in 1994-95, according to the Controller's cost estimate. This latter amount, combined with the additional allocation of \$69,863 to the Trust Fund, results in a total increased cost to the City of approximately \$2,687,536 for 1994-95.

The proposed wage increase will result in increased salary and fringe benefit costs to the City and County of approximately \$3,249,467 in fiscal 1995-96, according to the Controller's cost estimate. This amount, combined with the additional allocation of approximately \$1,700,000 to the Trust Fund, results in a total increased cost to the City of approximately \$4,949,267.

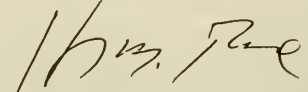
The proposed ordinance (File 104-94-1.1) would adjust and fix the schedules of compensation paid under Charter Section 8.404 to employees in Classification 9163, Transit Operator, and related trainees, and incorporate by reference an amendment to the Memorandum of Understanding (MOU) with the Transport Workers Union that reflects the change in wage rates and Trust Fund contributions described above.

Comments:

1. As noted above, the \$2,687,536 increase in costs to the City in fiscal 1994-95 and \$4,949,267 in fiscal 1995-96 is based on the Civil Service's survey of wage schedules, conditions and benefits of the average of the two highest rates paid to transit operators (i.e., Santa Clara County Transit District and Massachusetts Bay Transportation Authority), in accordance with Charter Section 8.404. This is the City's normal procedure for Salary Standardization. The Transit Operator Survey is attached.
2. Mr. John Madden of the Controller's Office reports that the reserve for litigation and salary standardization of \$19,899,195 included in the 1994-95 budget will be the source of funds for the additional costs of \$2,687,536 associated with the amended MOU for fiscal 1994-95, leaving a balance of \$17,211,659 in the litigation and salary standardization reserve.
3. The MOU between the City and County of San Francisco and the Transport Workers Union, Local 250-A, was initially executed in 1989, and extended through wage rate amendments in 1992-93 and 1993-94. The proposed amendment would similarly extend the terms of the MOU through the end of fiscal 1995-96.

Memo to Government Efficiency and Labor Committee
August 15, 1994 Special Meeting of Government Efficiency and Labor Committee

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

-7/29/94-

Attachment

TRANSIT OPERATOR SURVEY
JULY 1, 1994

CITY	OPERATORS	TRANSIT COMPANY	HOURLY RATE	
			7/1/94	2/13/95
SAN FRANCISCO, CA	1833	SAN FRANCISCO MUNICIPAL RAILWAY	17.985	
SAN JOSE, CA	950	SANTA CLARA COUNTY TRANSIT DISTRICT	18.33	18.70
BOSTON, MA	2028	MASSACHUSETTS BAY TRANSPORTATION AUTHORITY	18.46	
WASHINGTON, DC	2478	WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY	18.345	
NEW YORK, NY	8000	NEW YORK CITY TRANSIT AUTHORITY	17.71	
LOS ANGELES, CA	3683	SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT	17.68	
CHICAGO, IL	6315	CHICAGO TRANSIT AUTHORITY	17.60	
SEATTLE, WA	1813	MUNICIPALITY OF METROPOLITAN SEATTLE	16.67	
SAN DIEGO, CA	615	SAN DIEGO TRANSIT CORPORATION	15.76	
CLEVELAND, OH	1187	GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	15.70	
PHILADELPHIA, PA	2553	SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTH.	15.54	
COLUMBUS, OH	416	CENTRAL OHIO TRANSIT AUTHORITY	15.44	
MILWAUKEE, WI	923	MILWAUKEE COUNTY TRANSIT SYSTEM	15.28	
BALTIMORE, MD	1093	MARYLAND MASS TRANSIT ADMINISTRATION	14.48	
HOUSTON, TX	1497	METROPOLITAN TRANSIT AUTHORITY	13.61	
PHOENIX, AZ	451	PHOENIX TRANSIT SYSTEM	13.36	
DALLAS, TX	709	DALLAS AREA RAPID TRANSIT SYSTEM	12.75	
DETROIT, MI	918	DETROIT DEPARTMENT OF TRANSPORTATION	12.61	
SAN ANTONIO, TX	598	VIA METROPOLITAN TRANSIT	12.47	

TRANSIT.WK3

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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AUG 15 1994

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TUESDAY, AUGUST 16, 1994 - 1:00 P.M.

ROOM 228, CITY HALL

Members: Supervisors Hallinan, Kaufman, Migden

Clerk: Joni Blanchard

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item:
 - a. File 61-94-5. [Water Dept./Granting Extension of Time]
Resolution granting extension of time for awarding San Francisco Water Department Contract No. WD-2120, 8-inch ductile iron main installation in Hyde Street between McAllister and California Streets and Turk Street between Hyde and Larkin Streets.
(Public Utilities Commission)
(Consideration continued from 8/2/94)
 - b. File 68-94-10. [Grant, Federal Funds, Lead-Based Paint Hazard]
Resolution authorizing the Mayor to accept and expend a grant for a lead-based paint hazard reduction program from the U.S. Department of Housing and Urban Development for a total amount not to exceed Six Million Dollars (\$6,000,000) for a program authorized under the Department of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriation Act, 1992, Public Law Number 1020139; \$60,000 of indirect costs associated with the acceptance of these grant funds is included in the budget of proposed expenditure. (Supervisors Shelley, Alioto)
 - c. File 156-94-3. [Federal Funding, Refugee Employment Programs]
Resolution approving modified allocations of Federal dollars for Refugee Employment Programs. (Private Industry Council)

ACTION:

REGULAR CALENDAR

2. File 164-94-1.1. [Street Vacation, McAllister/Polk & Redwoods Streets] Ordinance ordering the vacation of subsurface areas of portions of McAllister, Polk and Redwood Streets adjoining Assessor's Block 766, Lots 2, 3, 4 and 5, and adopting findings that the vacation is consistent with the City's Master Plan and eight priority policies of City Planning Code Section 101.1, and adopting and incorporating findings pursuant to the California Environmental Quality Act; see File 164-94-1. (Supervisor Alioto)

ACTION:

3. File 97-94-26. [Compensatory Time Off Pay Restrictions] Ordinance amending Administrative Code by adding Section 18.14 to place restrictions on use and accrual of compensatory time off pay for certain highly paid classifications of city employees. (Supervisors Leal, Kennedy, Kaufman, Migden, Alioto)

ACTION:

4. File 39-94-8. [Grand Jury Report] Hearing to consider the final report issued by the 1993-94 Civil Grand Jury Report entitled "Sheriff's Inmate Welfare Fund". (Grand Jury)

ACTION:

5. File 39-94-10. [Grand Jury Report] Hearing to consider the final report issued by the 1993-94 Civil Grand Jury Report entitled "Senior Escort Program". (Grand Jury)

ACTION:

6. File 39-94-11. [Grand Jury Report] Hearing to consider the final report issued by the 1993-94 Civil Grand Jury Report entitled "San Francisco Fire Department-Labor Cost Management". (Grand Jury)

ACTION:

7. File 93-94-17.1. [MOU, Building Inspectors Association] Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the Building Inspectors Association for 6331 Building Inspector and 6333 Senior Building Inspector and the City and County of San Francisco awarded by the arbitration panel. (Also see File 93-94-17, 93-94-17.2, 93-94-17.3, and 93-94-17.4) (Department of Human Resources)

ACTION:

8. File 93-94-17.2. [MOU, Building Inspectors] Resolution ratifying administrative provisions of Memorandum of Understanding between the Building Inspectors Association and the City and County of San Francisco for 6331 Building Inspector and 6333 Senior Building Inspector awarded by the panel of arbitrators; see Files 93-94-17, 93-94-17.1, 93-94-17.3 and 93-94-17.4. (Department of Human Resources)

ACTION:

9. File 93-94-17.3. [MOU, Building Inspectors Assoc., Chief Inspector] Ordinance implementing fiscal provisions of Memorandum of Understanding between the Building Inspectors Association for 6334 Chief Building Inspector and the City and County of San Francisco awarded by the arbitration panel. (Also see Files 93-94-17, 93-94-17.1, 17-94-17.2 and 93-94-17.4) (Department of Human Resources)

ACTION:

10. File 93-94-17.4. [MOU, Building Inspectors Assoc., Chief Inspector] Resolution ratifying administrative provisions of Memorandum of Understanding between the Building Inspectors Association and the City and County of San Francisco for 6334 Chief Building Inspector awarded by the panel of arbitrators; see Files 93-94-17, 93-94-17.1, 93-94-17.2 and 93-94-17.3. (Department of Human Resources)

ACTION:

11. File 97-94-52. [Hold Harmless Agreement, DPH with MAXIMUS, Inc.] Ordinance amending Administrative Code by adding Section 1.47 thereto, authorizing the Health Commission to execute hold harmless agreements with MAXIMUS, Inc., a contractor with the Federal Social Security Administration, to provide referral, case management and monitoring services to residents of San Francisco who require substance abuse treatment services. (Department of Public Health)

ACTION:

12. File 64-94-14. [Lease, Police Department, 10th and Howard Streets] Resolution authorizing the lease of real property at 10th and Howard Streets (St. Joseph's Facilities) for the San Francisco Police Department's Crime Prevention Unit. (Real Estate Department)

ACTION:

13. File 96-94-3. [Sale of Real Property, Parking Authority] Ordinance approving the sale of Lot 1 in Assessor's Block 4213 to the San Francisco Parking Authority for the purposes of constructing an off-street parking facilities to serve the San Francisco General Hospital, and adopting findings pursuant to City Planning Code Section 101.1. (Real Estate Department)

ACTION:

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

IMPORTANT HEARING NOTICES!!!

D 4524

Bill Lynch
Documents Section
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San Francisco CA

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CITY AND COUNTY



Public Library, Documents Dept.

ATTN: Jane Judson
OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

August 12, 1994

DOCUMENTS DEPT.

AUG 16 1994

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TO: Government Efficiency and Labor Committee

FROM: Budget Analyst *Recommendations*

SUBJECT: August 16, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - 61-94-5

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of August 2, 1994.

Department: Public Utilities Commission (PUC)

Item: Resolution granting extension of time for awarding San Francisco Water Department Contract No. WD-2120, 8-inch Ductile Iron Main Installation in Hyde Street between McAllister and California Streets and Turk Street between Hyde and Larkin.

Description: Section 6.1 of the San Francisco Administrative Code requires that the Board of Supervisors approve the extension of time to award a contract if the award of the contract is not made within 30 days of the acceptance of the bid, or within an additional 30 days (for a total of 60 days) if required for implementation of affirmative action under Chapter 12B.

The proposed resolution would grant the PUC an extension of time for awarding San Francisco Water Department Contract No. WD-2120. The contract work to be performed consists of replacing 3,200 feet of existing cast iron water mains, originally installed in 1872.

Memo to Government Efficiency and Labor Committee
August 16, 1994 Government Efficiency and Labor Committee Meeting

Comments:

1. According to Mr. Carlos Jacobo of the PUC, a bid protest was received for the subject contract, and due to the time required to investigate and resolve the bid protest, the contract was not awarded within 60 days after the bids were accepted on September 21, 1993. Mr. Jacobo reports that the second lowest bidder, P & J Utility Company, filed a bid protest claiming that the lowest bidder, Pan Marine Constructors, Inc. did not meet the 25 percent MBE participation requirement included in the bid specifications by the PUC Contract Compliance Office. The PUC, after consulting with the City Attorney's Office, determined that Pan Marine Constructors, Inc. did not meet the 25 percent MBE participation requirement.

2. Mr. Jacobo reports that the PUC has selected the second lowest bidder, P & J Utility, for the award of the subject contract. A listing of the bids received is as follows:

<u>Company</u>	<u>Bid Amount</u>
Pan Marine Constructors, Inc.	\$458,725
P & J Utility Company	485,250
Shaw Pipeline Inc.	564,925

Mr. Jacobo reports that P & J Utility, the selected contractor, is not a MBE/WBE firm but will subcontract 25.34 percent of the work to MBE firms. A listing of the MBE subcontractors, their type of work and their subcontracting fees are as follows:

<u>Company</u>	<u>Type of Work</u>	<u>Subcontracting Fee</u>
Esquivel Paving	Asphalt Paving	\$55,000
Vickers Concrete Sawing	Concrete Cutting	26,000
L.T. Higgins Trucking	Trucking	<u>42,000</u>
Total MBE Subcontractors		\$123,000

Mr. Jacobo advises that by subcontracting over 25 percent of the work to MBE firms, P & J Utility Company meets the PUC's MBE standards.

3. Mr. Jacobo reports that, subject to approval of this proposed resolution, Water Contract No. WD-2120 will be awarded to P & J Utility Company in the amount of \$485,250, to be funded out of Water Department bond revenues previously approved by the Board of Supervisors (File No. 101-90-121.4). Mr. Jacobo advises that the contract work is anticipated to be completed within 120 working days from the date of certification of the contract.

Recommendation: Approve the proposed resolution.

Item 1b - File 68-94-10

Department: Mayor's Office of Housing (MOH)

Item: Resolution authorizing the Mayor's Office to accept and expend a grant from the U. S. Department of Housing and Urban Development for a total amount not to exceed \$6,000,000, which includes indirect costs in the amount of \$60,000.

Grant Amount: Not to exceed \$6,000,000

Grant Period: Two years - beginning on or about December 1, 1994

Source of Funds: U. S. Department of Housing and Urban Development (HUD)

Project: Lead-based Paint Hazard Reduction Program

Description: The Board of Supervisors previously authorized the Mayor's Office of Housing (MOH) to apply for the proposed grant funds (File 68-93-8). The MOH reports that HUD has advised the Department that the City will receive a grant in the total amount of \$6,000,000.

The proposed grant funds would be used to fund the Lead-Based Paint Hazard Reduction Program, which would (1) test, inspect and rehabilitate low and moderate income privately-owned housing constructed prior to 1978 and (2) implement a Primary Prevention Program, a comprehensive, community-based, lead poisoning prevention program, aimed at children. The primary goal of this program would be to educate parents in San Francisco as to the magnitude of the problem and what preventive measures could be taken to eliminate lead hazards to prevent the poisoning of children. Other Program objectives would include (1) expanding the City's certification programs for lead-based paint inspection, abatement and training and establishing comprehensive, City-wide regulations, (2) establishing methods and conducting pilot project research on innovative, cost-effective and safer methods for lead-based paint abatement and worker protection and (3) developing information technology that would encourage the use of technology to enhance evaluation, to improve clinical practices and management and to build communications links with similar projects.

**No. of Persons
Served:**

The MOH anticipates that approximately 2,500 children of ages 6 and younger would directly benefit from the Lead-Based Paint Hazard Reduction Program and an estimated

BOARD OF SUPERVISORS
BUDGET ANALYST

44,000 additional children would indirectly benefit from the educational aspects of the Program.

Budget:

See Attachment I

Required Match:

A minimum of \$600,000 (10% of the grant award) - Mr. Joe LaTorre of the MOH reports that matching funds in the total amount of \$3,659,005 will be provided from the following sources: (1) Earthquake Loan Bond Program, 1992 (\$1,500,000), (2) Community Development Block Grant Program - CDBG (\$922,205), (3) Federal grant - Home Program (\$410,000), (4) San Francisco Redevelopment Agency - Tax Increment Housing Development Program (\$290,000), (5) California Department of Health Services - In-kind Services (\$261,500), (6) Center of Disease Control grant (\$250,000) and (7) Community Oriented Primary Care - DPH (\$25,300). Mr. LaTorre advises that the Earthquake Loan Bond Program, CDBG, Federal Grant - Home Program and Tax Increment Housing Development Program all represent funds which are dedicated to housing rehabilitation activities which are related to and support the proposed lead hazard reduction efforts. Additionally, Mr. LaTorre reports that the CDC grant provides educational outreach and blood lead screening of children under the age of six and the DPH, Community Oriented Primary Care Program, provides Public Health Nurse follow-up and investigation of children who have been diagnosed for elevated blood lead levels. As such, HUD is allowing the City to use all of these programs as local match.

Indirect Costs:

\$60,000 based on approximately 9.5 percent of administrative costs

Comments:

1. As noted in the budget (Attachment I), the MOH will be contracting with the California State Department of Health Services, in the total amount of \$120,000, of which \$100,000 would pay for, (1) assistance in the development of a system for blood testing and work site air sampling in connection with the testing and abatement workforce, in order to meet State Lead in Construction Standards using cost effective methods, (2) research design, collection and analysis of data on children and abatement workforce blood leads relative to different abatement interventions, (3) support and assistance in the evaluation and case study preparation and (4) support and assistance in the development of effective community education programs. The remaining \$20,000 would pay for data collection.

2. Regarding the budget shown in Attachment I, the MOH advises that it has not, as yet, selected the consultants, to provide the educational institutions-training services in the amount of \$234,000, the media consultants in the amount of \$20,000 or the consultant for clearing-house services (Lead Safe California) in the amount of \$30,000. Additionally, the MOH advises that it has not yet issued RFPs for the following contract services, which are noted in the attached budget: (1) environmental lead testing in the total amount of \$236,000, (2) child blood testing in the amount of \$10,320, (3) community-based organization contracts for program marketing services in the amount of \$1,501,500 and (3) data collection services in the amount of \$70,000. Therefore, a total of \$2,101,820 should be placed on reserve pending the MOH's selection of consultants and contractors, the MBE/WBE status of the consultants and contractors and the cost details.

3. The MOH reports that the \$2,875,000 designated in the program budget (Attachment I) for Interim Control Contractors and Abatement Contractors will be set aside in a pool to provide individual grants to program participants (homeowners and tenants) to enable them to hire contractors to provide the interim control services and abatement services in connection with the lead-based paint hazard reduction. The MOH advises that interim control services reduce the hazards connected with lead-based paint, whereas abatement services eliminate the hazards altogether. According to the MOH, it costs approximately \$1,000 per housing unit for interim control services and approximately \$15,000 per housing unit for abatement services. Interim control services include vacuuming of dust particles, replacement and covering of some surfaces and repainting. Abatement services involves extensive replacement of sheet rock and painting of surfaces. The proposed program budget includes \$2,350,000 for interim control services, which will fund approximately 2,350 housing units at a cost of \$1,000 each and \$525,000 for abatement services which will fund approximately 35 housing units at a cost of \$15,000 each.

4. Attachment II is a grant summary, as prepared by the MOH, for the proposed grant funds.

5. A Disability Access Checklist list has been prepared by the MOH and is on file with the Clerk of the Board's Office.

Recommendation: 1. Amend the proposed resolution to place \$2,101,820 on reserve pending the MOH's selection of consultants and

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
August 16, 1994 Government Efficiency and Labor Committee Meeting

contractors, the MBE/WBE status of the consultants and contractors and the cost details.

2. Approve the proposed resolution, as amended.

LEAD HAZARD REDUCTION PROGRAM - COST BREAKDOWN BY YEAR

Cost Category	Grant Expenditure for:		Total Grant Expenditure
	1st year	2nd year	
WAGES & SALARIES:			
MOH Project Director (0.2 FTE)	\$14,549	\$14,986	\$29,535
MOH Project Coordinator (1.0 FTE)	\$55,460	\$57,123	\$112,583
MOH Project Specialist II (2.0 FTE)	\$93,553	\$96,359	\$189,912
MOH Project Specialist I (1.0 FTE)	\$40,486	\$41,700	\$82,186
MOCD - Principal Accountant (0.2 FTE)	\$11,156	\$11,491	\$22,648
			\$436,864
FRINGE BENEFITS			
MOH Project Director (0.2 FTE)	\$1,455	\$1,499	\$2,953
MOH Project Coordinator (1.0 FTE)	\$5,546	\$5,712	\$11,258
MOH Project Specialist II (2.0 FTE)	\$9,355	\$9,636	\$18,991
MOH Project Specialist I (1.0 FTE)	\$4,049	\$4,170	\$8,219
MOCD - Principal Accountant (0.2 FTE)	\$2,231	\$2,298	\$4,530
			\$45,951
OTHER CITY DEPT. SERVICES (WORK ORDER)			
City Attorney	\$60,000	\$20,000	\$80,000
Health Department	\$30,000	\$40,000	\$70,000
Controller (indirect costs of grant admin)	\$30,000	\$30,000	\$60,000
			\$210,000
PROGRAM OPERATING EXPENSES:			
Office rent	\$11,000	\$11,000	\$22,000
Office equipment	\$16,805	\$0	\$16,805
Equipment maintenance and repair	\$880	\$880	\$1,760
Telephone	\$3,080	\$3,080	\$6,160
Postage	\$2,420	\$2,420	\$4,840
Subscriptions and memberships	\$880	\$880	\$1,760
Office supplies	\$2,860	\$2,860	\$5,720
Staff training	\$1,540	\$1,540	\$3,080
Travel - local	\$1,188	\$1,452	\$2,640
Travel - Long distance	\$8,256	\$5,736	\$13,992
Miscellaneous	\$3,520	\$3,520	\$7,040
Printing	\$11,009	\$11,009	\$22,018
Publication of notices	\$2,500	\$2,500	\$5,000
HEPAVAC Units (Vacuums to remove dust particles)	\$15,250	\$0	\$15,250
Other Vacuum Units (comparative testing)	\$800	\$0	\$800
Other cleaning equipment	\$1,000	\$0	\$1,000
			\$129,865
CONSULTANTS:			
Calif. Dept. of Health Services-programs	\$60,000	\$40,000	\$100,000
Educational institutions-Training	\$108,000	\$126,000	\$234,000
Media consultants	\$14,000	\$6,000	\$20,000
Lead Safe California clearinghouse	\$15,000	\$15,000	\$30,000
			\$384,000
TESTING: (contract services)			
Environmental lead testing - XRF and lab	\$33,000	\$33,000	\$66,000
- wipe tests	\$22,000	\$58,000	\$80,000
-followup tests	\$15,000	\$75,000	\$90,000
Child blood testing	\$3,120	\$7,200	\$10,320
			\$246,320
COMMUNITY ORGANIZATION CONTRACTS:			
Program marketing	\$638,400	\$863,100	\$1,501,500
			\$1,501,500
INTERIM CONTROL AND ABATEMENT GRANTS & LOANS:			
Interim control contractors	\$475,000	\$1,875,000	\$2,350,000
Abatement contractors	\$150,000	\$375,000	\$525,000
			\$2,875,000
RELOCATION EXPENSE (for program participants)			
Relocation costs - moving expenses	\$13,000	\$32,500	\$45,500
- short term housing	\$10,000	\$25,000	\$35,000
			\$80,500
DATA COLLECTION (other than testing:)			
Calif. Dept. of Health Services	\$8,000	\$12,000	\$20,000
Data collection contractors to be identified	\$30,000	\$40,000	\$70,000
			\$90,000
TOTALS:	\$2,035,348	\$3,964,652	\$6,000,000

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Mayor's Office of Housing

Contact Person: Naja L. Williams Telephone: 554-8790

Project Title: Lead-Based Paint Hazard Reduction Program

Grant Source: U.S. Department of Housing and Urban Development

Proposed (New / Continuation) Grant Project Summary:

New proposal for a Lead-Based Paint Hazard Reduction program to be used for testing, inspections and rehabilitation of low and moderate privately owned housing constructed prior to 1978. This program will target lead-based paint hazard reduction activities in low and moderate income private housing.

Amount of Grant Funding Applied for: \$6,000,000

Maximum Funding Amount Available: \$6,000,000

Required Matching Funds: yes

Number of Positions Created and Funded: _____

Amount to be Spent on Contractual Services: _____

Will Contractual Services be put out to Bid? yes

Term of Grant: two years

Date Department Notified of Available funds: June 4, 1993

Application Due Date: August 18, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Department Head Approval

Item 1c - File 156-94-3

Item: Resolution approving modified allocations of Federal dollars for Refugee Employment Programs.

Description: On July 18, 1994 the Board of Supervisors approved the 1994 Refugee County Plan of the City and County of San Francisco, and authorized the Private Industry Council (PIC) to apply for, accept and expend \$797,503 of Federal funds consistent with that plan (Resolution 648-94).

The San Francisco 1994 Refugee County Plan describes the services the City proposes to offer to refugees from October 1, 1994 through September 30, 1995 in compliance with the State requirements. The services include job search assistance, vocational training including English as a Second Language (ESL) and on-the-job training, child care, transportation, tutoring and referrals.

The City's services to refugees are comprised of three main components. The first component is the Voluntary Aid to Families with Dependent Children (AFDC) Refugee Services (VARS) which offers training and employment services to refugees who are receiving AFDC, have been in the United States for 36 months or less, and are currently excepted from GAIN (the State employment and training program) because San Francisco's GAIN program is being statutorily reduced. The second component is the Refugee Cash Assistance Employment and Training Services System (RCA ETSS) for refugees receiving RCA, General Assistance (GA) or matching grants provided by organizations, such as Catholic Charities, or the Jewish Family and Children's Services. The third component is the Mutual Assistance Association (MAA) activity program for refugees who need acculturation services, such as interpretation, referral and tutoring services.

The funds for these services, the Refugee Employment Social Services funds (RESS) and Refugee Targeted Assistance Program (RTAP) Title VII funds, originate from the Federal Office of Refugee Resettlement and are allocated to the City through the State Department of Social Services. The Private Industry Council (PIC), a non-profit organization, administers the funds on behalf of the City.

The Department of Social Services notified the Private Industry Council that there has been a modification in the allocation of Federal funds, resulting in a total increase in funds to San Francisco of \$1,295. The prior allocation,

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approved by the Board of Supervisors, and proposed allocation of Federal funds are as follows:

<u>Program</u>	<u>Previously Approved Allocation</u>	<u>Proposed Allocation</u>	<u>Difference</u>
Refugee Employee Social Services	\$395,850	\$390,807	(\$5,043)
Refugee Targeted Assistance Programs	<u>401,653</u>	<u>407,991</u>	<u>6,338</u>
TOTAL	\$797,503	\$798,798	\$1,295

The State's initial planning figures indicated that PIC would be reimbursed for a total of \$797,503 for these programs. The allocation of funds for October 1, 1994 through September 30, 1995 previously approved by the Board of Supervisors, along with the proposed revised allocation based on the additional \$1,295 in Federal dollars, are as follows:

	<u>Previously Approved Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
PIC Administration	\$122,797	\$123,041	\$244
MAA services	24,625	24,625	0
VARS	279,535	279,987	452
RCA ETSS	<u>370,546</u>	<u>371,145</u>	<u>599</u>
Total	\$797,503	\$798,798	\$1,295

Comments:

1. County Departments of Social Services are typically the designees for Federal funds for refugee services in each County. In San Francisco, however, the County has designated the PIC to receive these Federal funds to administer refugee employment and training services. As such, PIC needs approval from the Board of Supervisors to apply for, accept and expend these Federal funds.

2. Mr. Greg Marutani of the Private Industry Council reports that this change in allocation of Federal dollars will not significantly impact service delivery to the refugee population. Mr. Marutani also indicates that the change in allocation in Federal dollars is due to a recalculation of funding needs for each State based on updated refugee population figures. The State requires that the figures in each County's Board of Supervisors resolution match the funding amount specified by the State in order for the State to release funds to that County, so this proposed resolution must be approved by the Board of Supervisors in order for PIC to receive the Federal funds needed to provide these services.

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However, Mr. Marutani stated that this revised level of Federal funding is a "best guess" which may be subject to further changes at the State or Federal level. If the funding allocation changes subsequent to the approval of this proposed resolution, then PIC will request that the Board of Supervisors approve another resolution reflecting the change in funding levels in order for PIC to receive such funds from the State.

Recommendation: Approve the proposed resolution.

Item 2 - File 164-94-1.1

Department: Chief Administrative Officer (CAO)

Item: Ordinance ordering the vacation of subsurface areas of portions of McAllister, Polk and Redwood Streets adjoining Assessor's Block 766, Lots 2,3, 4 and 5, and adopting findings that the vacation is consistent with the City's Master Plan and the Eight Priority Policies of City Planning Code Section 101.1, and adopting and incorporating findings pursuant to the California Environmental Quality Act.

Description: The CAO and the Trial Courts are currently engaged in planning for the construction of a new County Courthouse building at the corner of Polk and McAllister Streets. Demolition of the existing structures at the construction site is anticipated to commence on or about September 1, 1994, and construction of the Courthouse is anticipated to begin by March of 1995. The construction of the Courthouse is being coordinated by the CAO and Courthouse Construction Committee, which includes representatives from the Trial Courts (Superior and Municipal Courts).

The project includes acquisition of the Society of California Pioneers building, demolition of three existing buildings and removal of a parking lot, in order to construct a six-story building containing approximately 240,000 square feet for courtrooms, hearing rooms, support space and parking. The building will house the Civil Division of the Municipal and Superior Courts and the Dependency Section of the Juvenile Court. This facility has an estimated cost of \$63,981,000. The source of funds is the Courthouse Construction Fund (surcharges on civil and probate filing fees, parking fines, and criminal fines) and Certificates of Participation, which would be repaid from the Courthouse Construction Fund.

In accordance with the planned construction of the new County Courthouse, the Board of Supervisors previously approved a resolution (1) declaring the intention to vacate the above-noted subsurface portions of McAllister, Polk and Redwood Streets adjoining the Courthouse construction site and (2) setting the hearing date for all persons interested in the vacation for August 22, 1994 before the full Board of Supervisors (File 164-94-1). Such vacation is necessary in order to allow the use of these subsurface street areas for encroachments by the subsurface portions of the Courthouse building.

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The proposed ordinance would (1) order the vacation of the subsurface portions of McAllister, Polk and Redwood Streets, (2) adopt findings that the vacation is consistent with the City's Master Plan and the Eight Priority Policies of City Planning Code Section 101.1 and (3) adopt and incorporate findings pursuant to the California Environmental Quality Act.

Comments:

1. The Department of City Planning reports that the proposed vacation is in conformity with the City's Master Plan and with the Eight Priority Policies of City Planning Code Section 101.1.

2. If the findings by the full Board of Supervisors, at the scheduled public hearing on August 22, 1994, support the vacation of the subsurface portions of McAllister, Polk and Redwood Streets, the proposed ordinance would thereafter also be considered by the full Board of Supervisors.

Recommendation: Refer the proposed ordinance to the Board of Supervisors' hearing on August 22, 1994 without recommendation.

Item 3 - File 97-94-26

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting June 7, 1994.

Item: Ordinance amending Administrative Code by adding Section 18.14 to place restrictions on the use and accrual of compensatory time off for certain highly paid classifications of City employees (File 97-94-26).

Description: The Federal Fair Labor Standards Act (FLSA) requires that employees who are subject to its provision must be paid in cash for overtime worked, unless the employees and the employer agree that the employee shall receive compensatory time off (CTO) in lieu of overtime.

However, some employees are not covered by the FLSA. Generally, such employees, "exempt" from the FLSA, must hold positions which are executive, administrative, or professional in nature.

The question of whether certain public employees are exempt from the FLSA is currently being litigated in Federal court. According to the City Attorney's Office, depending on the outcome of this litigation, the City could be required to pay all or some of its currently exempt employees in cash at time and one-half for their hours of overtime work, regardless of the nature of their duties.

Civil Service classifications which are exempt from the FLSA are denoted with a "Z" classification by the Civil Service Commission. The Civil Service Commission determines whether any specific classification is exempt from the FLSA on an individual basis. In an October 26, 1993 report to the Board of Supervisors concerning Compensatory Time Off, the Budget Analyst has previously reported that 4,441 or 18.9 percent of the 23,470 positions included in the 1993-94 budget are classified as exempt from the FLSA and are not entitled to cash payments for overtime worked.

Eligibility for Compensatory Time Off

At the present time, the City's Annual Salary Ordinance (ASO) provides that the 4,441 "Z" employees who are exempt from the FLSA may receive compensatory time off at time and one-half for hours worked in excess of 40 hours per week. The ASO specifically provides:

Occupants of the position specified by symbol "Z" shall work such hours as may be necessary for the full and

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proper performance of their duties and shall receive no additional compensation for work on holidays or in excess of 8 hours per day for 5 days per week, but may be granted compensatory time off under the provisions of Section V (B) of the Salary Standardization Ordinance...

Section V (B) of the Salary Standardization Ordinance (SSO) states that,

Employees occupying positions determined by the Civil Service Commission as being exempt from the FLSA and designated by a "Z" shall not be paid for overtime worked but may be granted compensatory time off at the rate of one and one half times for time worked in excess of normal work schedules.

However, there are no existing policies in the ASO, SSO, or the Administrative Code concerning the oversight or approval of compensatory time for exempt employees.

Existing Limits on Number of Overtime Hours Worked

Section 18.13(a) of the Administrative Code prohibits any employee from working overtime hours in any fiscal year that exceed 16 percent of the regular work schedule. Based on a 40-hour work week, a regular work schedule over one year would entail 2,080 hours of work; 16 percent of the regular work schedule would be 333 hours. Thus, the Administrative Code currently prohibits any employee who regularly works 40 hours per week from working more than 333 hours of overtime in any fiscal year.

Existing Limits on the Accumulation of CTO

The Salary Standardization Ordinance provides that non-exempt employees (who are subject to the FLSA) may not accumulate more than 240 hours of compensatory time off, calculated at time and one half (which is equivalent to 160 hours of actual work performed in excess of 40 hours per week). However, there is currently no limit on the number of hours of compensatory time off which may be accrued by "Z" employees who are exempt from the FLSA.

As reported in the Budget Analyst's October 26, 1993 report to the Board of Supervisors, there are no City-wide policies at the present time concerning the accumulation or use of compensatory time off by "Z" employees. Rather, individual departments have established their own policies concerning which employees qualify for compensatory time off, the maximum amount of CTO which can be accumulated or

carried forward from one fiscal year to the next, requirements for approval, and record-keeping systems.

Effects of the Proposed Legislation

The proposed ordinance (File 97-94-26) would amend the Administrative Code by adding Section 18.14 to place restrictions on the use and accrual of compensatory time off for certain highly paid classifications of City employees. Specifically, the proposed ordinance would prohibit the use or accrual of compensatory time off for City employees whose positions (1) are exempt from the overtime requirements of the FLSA, and (2) have maximum annual salary amounts greater than \$100,000.

In addition, the proposed ordinance would prohibit any employee from carrying forward a CTO balance from one fiscal year into the succeeding fiscal year, or from using a CTO balance carried forward from a previous year, for City employees whose positions (1) are exempt from the FLSA and (2) have maximum annual salary amounts greater than \$80,000.

The proposed ordinance would not apply to any obligations imposed by a collective bargaining agreement, and also provides that CTO which had accumulated prior to the effective date of the ordinance could be taken at the discretion of the appointing officer.

Comments:

1. In the report to the Board of Supervisors of October 26, 1993, the Budget Analyst previously estimated that exempt and non-exempt City employees had accumulated a total of 445,625 hours of compensatory time off as of October, 1993. The majority of these hours (63 percent) had been accumulated by Police and Fire Department employees, as follows:

<u>Department</u>	<u>Number of CTO Hours Accrued</u>	<u>Percent of Total</u>
Fire	196,143	44
Police	84,236	19
All Other Departments	<u>165,246</u>	<u>37</u>
Total	445,625	100

The average was 20 hours of CTO accumulated per employee, among City employees who had accumulated compensatory time off as of October, 1993. Excluding the Police and Fire Departments, employees in all other departments had

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accumulated an average of nine hours of compensatory time off per employee as of October, 1993.

2. As previously noted, the Budget Analyst determined that 4,441 employees (or 18.9 percent of 23,470 total authorized positions) were exempt from the FLSA in 1993-94.

Assuming that each of these 4,441 exempt employees had accumulated 9 hours of CTO each (based on the average CTO per employee in all departments other than Police and Fire), and based on the average salary and fringe benefit costs of City job classifications, as reported by the Civil Service Commission, of approximately \$50,000 per annum (\$24 per hour), the Budget Analyst estimated that the City's total liability for CTO which had accrued to exempt employees as of October, 1993 was \$959,256 (4,441 exempt employees x 9 hours CTO per exempt employee x \$24/hour).

It could not be established how many accumulated CTO hours which were reported by City departments in October, 1993 had been accumulated in a single fiscal year. Therefore, the City's annual cost for CTO hours used or accumulated by City employees in a single fiscal year could not be determined. Our \$959,256 estimated cost for CTO of exempt employees represents the City's total liability for CTO hours which had been accumulated by exempt employees as of October, 1993, regardless of the fiscal year when the hours were earned, based on the departments which responded to the survey of the Budget Analyst.

3. The proposed ordinance (File 97-94-26) would prohibit exempt employees in classifications with a maximum annual salary amount greater than \$100,000 from using or accruing compensatory time off.

The Civil Service Commission has provided a listing of City job classifications ranked by salary amount. This list reflects that the 1993-94 budget includes a total of 304 authorized positions which have maximum annual salaries greater than \$100,000, and that 287 of these are designated "Z" or are exempt from the FLSA.

At the present time, the average number of CTO hours which are used or accumulated by employees in these classifications is not known. However, for purposes of illustration, the following dollar amounts approximate the City's minimum annual cost to provide the number of CTO hours shown below for 287 exempt employees who earn more than \$100,000

annually (based on an hourly rate of \$48.08 at an annual salary of \$100,000):

No. of CTO hours <u>Per Employee Per Year</u>	Minimum Annual Cost for <u>287 Employees*</u>
10	\$137,990
20	275,979
40	551,958
80	1,103,917

*Based on 287 employees earning CTO at an hourly rate of \$48.08, equivalent to \$100,000 annually.

However, it should be noted that some of these employees who work in excess of a normal work schedule do not record such hours or do not request credit for their CTO.

4. The proposed resolution would urge the Human Resources Department and the Controller to develop centralized, Citywide standards for use, accrual, and record-keeping relating to compensatory time off and overtime pay.

Mr. Ed Harrington, the City Controller, states that the City's existing payroll system could be used to report compensatory time and overtime hours, just as it is currently used to track vacation and sick leave hours.

However, Mr. Harrington indicates that, in his opinion, it would be appropriate to start the Citywide tracking of CTO only after establishing Citywide policies for CTO accumulation and use. Mr. Harrington is concerned that Citywide tracking of CTO before Citywide policies are established would create multiple policies, give the hours previously accumulated under various plans the appearance of being officially accepted, and expose the City to potential additional liability for accumulated CTO hours that would not ultimately be acceptable under a new policy.

In addition, Mr. Harrington has expressed concern that, by utilizing the City's centralized payroll records systems to monitor compensatory time, compensatory time may have to be recognized under generally accepted accounting principles as a legal liability of the City. If CTO is recognized as a legal liability of the City, the City's financial statements would have to reflect this liability. Mr. Harrington notes that the City ended the 1992-93 fiscal year, for the first time, with a negative fund balance, meaning that the City's liabilities exceeded its assets on June 30, 1993. Mr. Harrington reports that he expects the City to have a positive fund balance on

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June 30, 1994, but that the fund balance could again be negative, if CTO is deemed to be a legal liability of the City.

Mr. Harrington also notes that increasing the City's financial liabilities, relative to its assets, could adversely affect the City's bond rating, resulting in higher interest costs for borrowed funds.

5. Mr. Wendell Pryor, the Director of Human Resources, states that the City's policy concerning compensatory time off for employees exempt from the Fair Labor Standards Act should be developed in the context of evolving case law concerning CTO for municipal employees. In particular, Mr. Pryor notes that a case will be heard before the U.S. Supreme Court to determine whether a municipal employer who requires employees to record their hours may or may not exempt its employees from the FLSA. In other words, by requiring hourly recordkeeping, the City could jeopardize the classification of certain employees as exempt from the FLSA, according to Mr. Pryor.

Mr. Pryor reports that, in his judgement, it is probably not a prevailing practice to provide compensatory time off to employees who are exempt from the FLSA. However, Mr. Pryor reports that the prevailing practice instead is probably to grant 2 to 10 days of administrative leave annually for exempt employees. Mr. Pryor states that the prevailing practice will be documented and analyzed as part of a comprehensive compensation and classification study of all City positions which is currently being planned by the Department of Human Resources.

Regardless of the specific leave policy which is adopted for the City's exempt employees, Mr. Pryor advises that the City should not refer to such leave as "compensatory time" because of the unresolved legal issues which pertain to compensatory time in the public sector.

6. Mr. Pryor reports that the proposed ordinance (File 97-94-26) to prohibit compensatory time for certain employees is subject to meet and confer proceedings with employee organizations. Mr. Pryor reports that the Employee Relations Division of the HRD has already commenced meet and confer proceedings with the Management Employees Association (MEA) which represents managerial and executive employees.

7. In our report of October 26, 1993 concerning compensatory time off, the Budget Analyst recommended that the Board of Supervisors should:

(1) Prohibit the accumulation and use of compensatory time off for all executive, administrative and professional employees, unless countermanded by labor agreements;

(2) Adopt legislation requiring:

(A) that all compensatory time earned and taken off by employees subject to the provisions of the Fair Labor Standards Act must require prior approval by the employees' supervisors; and

(B) that the Controller should be requested to provide a standardized method of accounting and tracking of compensatory time earned and taken off for all departments; and,

(3) Submit a Charter Amendment to the electorate that would require that Memoranda of Understanding established through binding arbitration be subject to Board of Supervisors approval.

The proposed ordinance (File 97-94-26) would prohibit compensatory time off for all executive, managerial, or executive employees to the extent that these employees are (1) exempt from the FLSA and (2) are employed in classifications having maximum annual salaries greater than \$100,000.

The proposed resolution (File 251-94-3) would urge the Human Resources Department and the Controller to develop centralized, Citywide standards for use, accrual, and record-keeping relating to compensatory time off and overtime pay.

8. The proposed ordinance (File 97-94-26) would amend the Administrative Code by adding a new Section 18.14 to place restrictions on the use and accrual of compensatory time off for certain City employees.

The Budget Committee will consider File 97-94-31 at its meeting of August 24, 1994. That ordinance would restrict compensatory time off for all executive, managerial, or executive employees to the extent that these employees are (1) exempt from the FLSA and (2) are either employed in classifications having maximum annual salaries greater than

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\$90,000, or serve as appointing officers or department heads regardless of the maximum annual salary for their positions.

In contrast, this proposed ordinance (File 97-94-26) would prohibit CTO for exempt employees in classifications which have a maximum annual salary greater than \$100,000.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 4 - 39-94-8

Item: Hearing transmitting a copy of the final report issued by the 1993-94 Civil Grand Jury Report entitled "Sheriff's Inmate Welfare Fund Report."

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1993-94 Civil Grand Jury of the City and County of San Francisco.

The FY 1993-94 Civil Grand Jury reviewed the operation of the Inmate Welfare Fund which is administered by the Sheriff's Department. The Inmate Welfare Fund consists of the profits from the sale of items from commissary stores located in the City's jails and any funds received from the telephone company from the use of pay telephones located in the City's jails. Based on its review, the Grand Jury recommended that:

- The Sheriff should form a committee to administer the Inmate Welfare Fund and to comply with statutes regarding accounting and expenditures of the Fund.
- The Audit Division of the Controller's Office should perform a biennial audit of the Inmate Welfare Fund as required by State Statute.
- The Director of the Inmate Welfare Fund should be responsible for the annual itemized report of expenditures to the Board of Supervisors.
- The Sheriff should continue to establish programs in the older jail facilities, specifically counseling for drug abuse and domestic violence.

Comments: 1. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee Meeting.

2. The Clerk of the Board requested, and the Sheriff provided, responses to the Civil Grand Jury report on the operation of the Inmate Welfare Fund. The Department's responses are in the file.

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3. The Civil Grand Jury report does not include cost estimates for implementing its recommendations.

Recommendation: Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors comments to the Presiding Judge of the Superior Court.

Item 5 - File 39-94-10

Item: Hearing transmitting a copy of the final report issued by the 1993-94 Civil Grand Jury entitled "Senior Escort Program."

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1993-94 Civil Grand Jury of the City and County of San Francisco.

The 1993-94 Grand Jury reviewed the Police Department's Senior Escort Program (SEP) which is charged with escorting and transporting low-income and fragile seniors within the City. Based on its review, the Grand Jury made the following recommendations:

- The Board of Supervisors should substitute a more cost effective program for the Senior Escort Program (SEP). Other non-governmental agencies, including the California Minority Aging Coalition (CMAC), should be allowed to bid on providing escort and transportation services to the senior citizens throughout the City and County of San Francisco.
- Such crime prevention work as is now performed by SEP should be transferred to existing units of the Police Department.

Comments:

1. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee Meeting.
2. The Clerk of the Board requested, and the Mayor, the Chief of Police and Clerk of the Board of Supervisors provided, responses to the Civil Grand Jury report on the Senior Escort Program. The Departments' responses are in the file.
3. The Civil Grand Jury report identified savings of \$33.09 per unit of service associated with contracting out the SEP to CMAC. The Grand Jury identified three types of service units as follows:
 1. Walking Patrol- one escort with one senior.

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2. Transportation- one senior transported one way either alone or in a group.

3. Service Arrangement- one hour spent by staff doing any other kind of service.

The Grand Jury report estimates that the City could save \$910,000 annually by contracting out the SEP to CMAC while increasing the units of service by 121,811.

4. The Budget Analyst conducted a Management Audit of the Senior Escort Program which was submitted to the Board of Supervisors in January of 1992. The Budget Analyst's report concluded that the escort and transportation services provided by SEP could be provided more efficiently, effectively and economically by combining the services of SEP with the para-transit program operated by the Municipal Railway. In addition, the Budget Analyst recommended that SEP be removed from the Police Department (where it is presently located) and put under the jurisdiction of the Commission on Aging.

Recommendation:

Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors' comments to the Presiding Judge of the Superior Court.

Item 6 - File 39-94-11

Item: Hearing transmitting a copy of the final report issued by the 1993-94 Civil Grand Jury entitled "San Francisco Fire Department-Labor Cost Management."

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1993-94 Civil Grand Jury of the City and County of San Francisco.

The Civil Grand Jury reviewed the Fire Department's (SFFD) policies and practices in the management of labor costs. Based on its review, the Grand Jury recommended the following:

- The Mayor immediately direct the Department of Human Resources (DHR) to develop plans to uncouple the salary and benefits of the SFFD senior management from that of the lower level management and rank-and-file of the SFFD and thereby create a financial separation between management and non-management personnel. The division should be at the Battalion Chief (H40) level and above. This action by DHR should include recommending any Charter and Ordinance amendments which may be required. The DHR should also begin discussions with the Local 798 Union and the Municipal Executives Association (MEA) to coordinate the details of the changes. The resultant changes should be implemented no later than the expiration of the current Union Memorandum of Understanding (MOU).
- The Board of Supervisors should actively participate in the accomplishment of the above changes. They should initiate any necessary legislation or Charter amendments as needed.
- The Mayor should encourage the Fire Commission to participate with the DHR in developing strategies for the equitable control of salary and fringe benefit costs. This effort should include the formulation of guidelines and goals for managing labor costs. The guidelines should replace the practice of making individuals financially "whole" by allowing them to work overtime or holidays, with practices which increase the labor cost effectiveness of the Department. They should also include the elimination of all holiday work which is not absolutely essential, and drastically reduce the overtime worked in non-suppression areas. This should

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be the continuing responsibility of the Fire Commission.

- The Mayor and the Board of Supervisors should make public their support of the Fire Commission and SFFD top management in affecting the changes which result from the above actions.
- The Mayor, the Board of Supervisors and the Fire Commission should take the following actions as applicable to their respective responsibilities:
 1. Audit the SFFD's overtime and holiday pay practices to identify opportunities where increased efficiencies and/or staff which will reduce overtime expenditures. The emphasis should be on increased efficiency through innovative change.
 2. Direct the Chief of the Department to implement changes identified by the above audit and other initiatives developed with the Department.
 3. Reduce the overtime and holiday pay budget to levels identified in the above audit.
 4. Eliminate all overtime and holiday pay to: senior managers, battalion chiefs, all non-suppression, and 40-hour a week professionals and managers.
 5. Eliminate the policy of paying for accumulated compensatory time at the time of retirement.
 6. As is practiced in many other City departments, restrict the end-of-year carryover of accumulated compensatory time to no more than 80 hours.
- The Mayor should direct the following actions:
 1. That the City Attorney and the DHR determine if there is a legal means to delete the provision that compensates non-suppression, 40-hour a week management and staff personnel for holiday work even if they do not work holidays (Staff Duty Assignment Pay) from the current MOU.
 2. That the Controller immediately stop the unauthorized Staff Duty Assignment Pay payment to the Deputy Chief for Administration and the Assistant Deputy Chief, and take steps to recover all

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unauthorized payments that have already been made. Further, the Controller should review its own procedures to assure that unauthorized payments will not be made in the future.

3. That the DHR reopen negotiations with the MEA and delete the MOU provision for the Staff Duty Assignment Pay without a quid pro quo.

4. That the DHR investigate the origins of the Staff Duty Assignment Pay provision and take appropriate steps to insure that this type of "give-away" not again be included in any City labor agreement.

Comments:

1. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee Meeting.

2. The Clerk of the Board requested, and the Mayor, Department of Human Resources, City Attorney, Controller, Fire Commission, and Clerk of the Board of Supervisors, provided, responses to the Civil Grand Jury report on the Fire Department's labor cost management. The Departments' responses are in the file.

3. The Civil Grand Jury report did not include cost estimates for implementing its recommendations.

Recommendation: Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors comments to the Presiding Judge of the Superior Court.

Items 7.8.9 and 10 - Files 93-94-17.1, 93-94-17.2, 93-94-17.3, and 93-94-17.4

Note: This item was originally referred to the June 20, 1994 Special Government Efficiency and Labor Committee meeting (File 93-94-17). These Memorandum of Understanding (MOUs) are the result of a May 23, 1994 decision of the Arbitration Board. On May 24, 1994, the Mayor requested that the Board of Supervisors reject this decision pursuant to Charter Section 8.409-4(e). The full Board of Supervisors upheld the decision of the Arbitration Board at its meeting of June 20, 1994 following a recommendation of the Government Efficiency and Labor Committee. Pursuant to Charter Section 8.409-4(e), if the Board of Supervisors does not overrule the Arbitration Board's decision at this time, the Arbitration Board's decision becomes final and binding. The following proposed resolutions and ordinances are enabling legislation that is necessary in order to enact the fiscal and administrative provisions of the MOUs.

Department: Department of Human Resources
Employee Relations Division

Item: Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the Building Inspectors' Association for Classification Nos. 6331 Building Inspector and 6333 Senior Building Inspector and the City and County of San Francisco for the period July 1, 1994 through June 30, 1995 (File 93-94-17.1).

Resolution ratifying Memorandum of Understanding between the Building Inspectors' Association for Classification Nos. 6331 Building Inspector and 6333 Senior Building Inspector and the City and County of San Francisco (File 93-94-17.2).

Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the Building Inspectors' Association for Classification No. 6334 Chief Building Inspector and the City and County of San Francisco for the period July 1, 1994 through June 30, 1995 (File 93-94-17.3).

Resolution ratifying Memorandum of Understanding between the Building Inspectors' Association for Classification No. 6334 Chief Building Inspector and the City and County of San Francisco (File 93-94-17.4).

Description: The proposed resolutions (Files 93-94-17.2 and 93-94-17.4) would ratify two Memorandum of Understandings (MOUs) between the City and County of San Francisco and the Building Inspectors' Association concerning wages, hours, and other terms of employment. One MOU pertains to the Classification No. 6334, Chief Building Inspector, and the other MOU pertains to Classification Nos. 6333, Senior

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Building Inspector, and 6331, Building Inspector. The MOUs are identical except for the "recognition" section which identifies which class(es) are represented by the Union for purposes of the MOU. Negotiation of these two agreements are conducted simultaneously for all three classes of Building Inspector. The classifications and number of budgeted positions for fiscal 1994-95 are:

Classifi- cation		Positions in 1994-95 Annual Salary Ordinance	Annual Salary at Top Step (1)
<u>No.</u>	<u>Title</u>		
6331	Building Inspector	47	\$65,146
6333	Senior Building Inspector	8	\$71,827
6334	Chief Building Inspector	4	\$79,214
	Total	59	

(1) Based on 1993-94 Annual Salary Ordinance. Under the new MOUs, there is no salary increase for 1994-95.

The majority of the employees in these classifications work for the Bureau of Building Inspection (BBI), Department of Public Works (DPW), while the remaining employees in these classifications work in other DPW bureaus, the Port, and the Airport.

The term of the MOUs is for three years from July 1, 1994 to June 30, 1997, except for the MOUs' provisions governing wages, health and hospitalization, and the City's payment of the employee's share of the retirement contribution; for those provisions, the term of the MOUs are for one year, from July 1, 1994 through June 30, 1995. The MOUs provide that the City and the Building Inspectors' Association shall meet and confer at future dates concerning salaries, health and hospitalization, and the City's payment ("pick up") of the employee share of the retirement contribution for fiscal years 1995-96 and 1996-97 (the last two years of the MOUs).

The proposed ordinances (Files 93-94-17.1 and 93-94-17.3) would implement the fiscal provisions of the MOUs between the City and the Building Inspectors' Association for the period of July 1, 1994 through June 30, 1995 (the first year of the proposed MOU).

Under the MOUs, no salary increases will be granted for the period July 1, 1994 through June 30, 1995. Salary increases will be negotiated ("reopened") each subsequent year for fiscal 1995-96 and 1996-97, respectively.

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The MOUs include the following other principal provisions. The fiscal impact of these provisions are shown in the "Cost to the City" section following.

(A) The following provisions will confer new benefits, which have not previously been provided by the City, or changes in the level of benefits currently provided by the City, for the employees who are subject to the MOUs:

- (1) The City shall attempt to provide City-owned vehicles for all represented Building Inspectors required to perform field inspections. When employees are required to drive their own vehicles, they will be reimbursed for mileage at the rate permitted by Federal Internal Revenue Service regulations. Employees who are required to drive their own vehicle on City business more than six days per month will receive an automobile allowance of \$75.00 for that month in lieu of reimbursement for mileage incurred with each use.

The previous MOU provided for a \$35.00 automobile allowance in fiscal 1991-92 and an allowance of \$50.00 for fiscal years 1992-93 and 1993-94 in any month when an employee uses his or her own vehicle for City business. The new MOUs increase the automobile allowance from \$50.00 to \$75.00, but provides this allowance only in months when employees use their vehicles more than six working days per month.

- (2) The City shall provide MUNI Fast Passes to Building Inspectors who elect to use public transit in the course of carrying out City business. This provision was not included in the previous MOU.
- (3) The City will allocate \$5,000 per year to the Tuition Reimbursement Program. This amount has been increased from the \$2,000 annual allocation provided in the previous MOU.
- (4) The City will notify the Union when contracting out of a City service is contemplated and authorization of the Board of Supervisors is required in order to enter into such a contract. Upon the request by the Union, the City shall make available to the Union any pertinent background and/or documentation relating to the service contemplated to be contracted out. Prior to taking any final action, the City agrees to meet with the Union to discuss and attempt to resolve issues relating

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to the proposed contracted service. No such provision regarding contracting out City services was included in the previous MOU.

- (5) The City shall continue to contribute the applicable health services rate per month directly to the City Health System for employees who are members of the Health Service System, as provided in the previous MOU. In addition, the City shall contribute a fixed amount per month per employee to provide dependent coverage, in the following amounts. This provision was not included in the previous MOU.

- (a) Effective retroactively on July 1, 1994 the City shall contribute \$75 per month per employee with one or more dependents;

- (b) Effective July 1, 1995 the City shall contribute \$150 per month per employee with one or more dependents;

- (c) Effective July 1, 1996 the City shall contribute \$225 per month per employee with one or more dependents.

- (6) The City shall pay ("pickup") a portion of the employee's share of the retirement contribution, in the amounts indicated below for fiscal years 1994-95 through 1996-97. The City has set the City's share of the retirement system contribution at 5.39% for fiscal 1994-95, and employees currently contribute 7.5%, for a total of a 12.89% contribution to the retirement system. The additional contributions (the "pickup") by the City shall not be treated as compensation to City employees which is subject to income tax withholding.

- (a) Effective retroactively on July 1, 1994, the City shall pickup 2% of the employee's contribution costs to the applicable retirement system, and the employee's contribution shall be reduced to 5.5% (7.5% less 2%).

- (b) Effective July 1, 1995, the City shall pickup an additional 2.5%, for a total of 4.5% of the employee's contribution costs to the applicable retirement system, and the employee's contribution shall be reduced to 3% (7.5% less 4.5%).

- (c) Effective July 1, 1996, the City shall pickup an additional 3%, for a total of 7.5% of the employee's contribution costs to the applicable retirement system,

and the employee's contribution shall be reduced to zero (7.5% less 7.5%).

- (7) The City must provide 30 days notice to the Union if the City proposes to revise existing performance levels, standards or norms. The previous MOU recognized the City's right to establish or revise such performance levels, standards or norms, but did not require notification in the event that such standards are revised by the City.
- (8) The MOUs now contain a non-discrimination statement agreeing that the MOUs shall be administered in a non-discriminatory manner and that no person covered by the MOUs shall be discriminated against on the basis of race, color, creed, religion, sex, sexual orientation, national origin, physical or mental disability, age, political affiliation or opinion, or union membership status. The non-discrimination statement also states that a person shall not be subject to sexual harassment. In addition, the Union and the City agree that they are required to provide reasonable accommodations for persons with disabilities in order to comply with the Americans with Disabilities Act. Such a non-discrimination statement was not included in the previous MOU.
- (9) The new MOUs expand upon the Civil Service Commission Rule 18 grievance procedure (which was the grievance procedure adopted in the previous MOU) by creating separate grievance procedures for disciplinary and non-disciplinary grievances. In addition, the deadlines for filing grievances and responses are longer in some steps of the grievance process under the new MOUs.
- (10) Material relating to disciplinary action in an employee's file shall be sealed after two years, provided that such permanent employee has not had subsequent disciplinary action. The envelope containing the sealed documents shall be retained in the employee's personnel file, to be used only for the purpose of assisting the City in defending itself in legal or administrative hearings. Pursuant to the prior MOU, material relating to disciplinary action is removed from an employee's file after two years, provided that such employee has not had subsequent disciplinary action.

(B) The following MOU provisions will provide continued benefits which have historically been provided by the City to

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employees who are represented by the Building Inspectors Association under the terms of the previous MOU.

- (1) Continuation of dental benefits at the present levels.
- (2) Inspectors who are OSHPD (Office of State Health Planning and Development) certified shall receive a differential of \$1.50 per hour for each hour they are assigned and are actually performing a hospital inspection.

Cost to the City: The Budget Analyst estimates that the fiscal impact of the two new MOUs in fiscal year 1994-95 would be approximately \$134,028 for the specific benefits provided in these new MOUs. Approximately \$124,828 of these costs are for new benefits or increases in the level of existing benefits from the previous MOU. The total estimated cumulative fiscal impact for these specific benefits for the next three fiscal years (1994-95 through 1996-97) is approximately \$826,993, \$799,393 of which are for new benefits or increases in the level of benefits provided in the previous MOU. These cost estimates are based on the total number of budgeted positions in Classification Nos. 6331, 6333, and 6334, and represent the maximum cost to the City. Mr. Donald McConlogue of the Bureau of Building Inspection (BBI) indicates that at least 10% of these positions typically are not filled, so the actual cost to the City may be lower than these estimates indicate. However, as previously noted, the actual costs for fiscal years 1995-96 and 1996-97 may increase further if additional salary increases are negotiated.

The maximum costs to the City for fiscal year 1994-95 are calculated as follows:

<u>Item</u>	<u># of</u> <u>Emp.</u>	<u>Cost/</u> <u>Person/</u> <u>Mo.</u>	<u>Cost/</u> <u>Person/</u> <u>Year</u>	<u>Total</u> <u>Cost</u>	<u>Monthly</u> <u>Incr/</u> <u>Person</u>	<u>Annual</u> <u>Incr/</u> <u>Person</u>	<u>Total</u> <u>Incr.</u>
1. Auto Allowance	12	\$75	\$900	\$10,800	\$25	\$300	\$3,600
2. MUNI Fast Passes	5	35	420	2,100	35	420	2,100
3. Tuition	N/A	N/A	N/A	5,000	N/A	N/A	3,000
4. Dependent Health Services Pickup	44	75	900	39,600	75	900	39,600
5. Retirement Pickup	N/A	N/A	N/A	<u>76,528</u>	N/A	N/A	<u>76,528</u>
TOTAL				\$134,028			\$124,828

The estimates above are based on the following assumptions:

- (1) Automobile allowance: according to Mr. McConlogue, BBI provides City vehicles to all 45 BBI Building Inspectors, but he estimates that approximately ten percent of such

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Inspectors (or approximately 5 BBI inspectors) will use their own vehicles each month due to unavailability of City vehicles. Mr. McConlogue reports that other bureaus and departments may not provide City vehicles to Building Inspectors, but that these inspectors also may not require vehicle use on as consistent a basis as at BBI. Consequently, the Budget Analyst estimates that approximately 50% of the remaining 14 Building Inspectors in Classification Nos. 6331, 6333 and 6334 covered by this MOU, or 7 Building Inspectors, will be eligible to receive the automobile allowance each month. These estimates yield a total of 12 Building Inspectors (5 BBI Building Inspectors plus 7 other Building Inspectors) receiving an automobile allowance each month.

The automobile allowance amount increased \$25 per month from the previous MOU allowance rate of \$50 per month. Therefore, the total new cost to the City is \$3,600 for fiscal 1994-95 (\$25 per month times 12 months times 12 employees).

(2) Mr. McConlogue reports that approximately 1 or 2 BBI Building Inspectors would be able to use MUNI as transportation to inspection sites, since most BBI inspection sites are not convenient to MUNI transit lines. The Budget Analyst estimates that a total of approximately 5 Building Inspectors (2 Building Inspectors from BBI and 3 Building Inspectors from other departments) will require MUNI Fast Passes each month. MUNI Fast Passes were not provided in the previous MOU, so the total amount of \$35 per person per month, or \$420 per person per year (for a total of \$2,100 in fiscal 1994-95), is a new cost to the City.

(3) Tuition is a fixed sum provided on an annual basis. The current MOUs tuition amount is \$5,000 per year, an increase of \$3,000 from the previous MOU tuition allowance of \$2,000.

(4) Dependent Health Services Pickup: the new MOUs provide \$75 per month per employee with dependents. Mr. John Madden of the Controller's Office reports that in fiscal 1993-94, approximately 75% of the 48 employees in the Controller's cost analysis had dependents. The Budget Analyst used this 75% figure to estimate that approximately 44 employees (59 times 75%) are eligible to receive the \$75 per month (or \$900 per year) for dependent health services, for a total cost of \$39,600 in fiscal 1994-95 (\$900 per employee per year times 44 employees).

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(5) Retirement pickup: in fiscal 1994-95, the City must contribute an additional 2% of each employee's salary to the Employees Retirement System. The Budget Analyst used the total salaries budgeted for the applicable 59 positions, totaling \$3,826,379 for fiscal 1994-95, to calculate the City's additional retirement contribution of approximately \$76,528 (\$3,826,379 times 2%) for fiscal 1994-95.

Comments:

1. The Controller's cost analysis indicates that the fiscal impact of the MOUs in 1994-95 would be \$141,392 for the specific benefits outlined in the MOUs. This figure would increase to \$249,000 in fiscal 1995-96 and \$373,369 in fiscal 1996-97, for a cumulative cost increase of \$764,543. The Controller's cost estimate for fiscal 1994-95 is as follows:

<u>Item</u>	<u># of Emp.</u>	<u>Cost/ Person/ Mo.</u>	<u>Cost/ Person/ Year</u>	<u>Total Cost</u>
1. Auto Allowance	48	\$75	\$900	\$43,200
2. MUNI Fast Passes	N/A	\$35	N/A	Some
3. Tuition	N/A	N/A	N/A	5,000
4. Dependent Health Services Pickup	36	75	900	32,400
5. Retirement Pickup	N/A	N/A	N/A	60,792
TOTAL				\$141,392

The Budget Analyst's figures do not concur with the Controller's cost estimate for the following reasons:

(a) The Controller based this cost estimate on actual payroll records for fiscal 1993-94, which show a total of \$3,039,600 in salaries paid to a total of 48 employees in these classifications. The Budget Analyst based its estimates on the 1994-95 budget approved by the Board of Supervisors, which budgets a total of \$3,826,379 in salaries to 59 employees in these classifications. The lower total number of employees used by the Controller yields a lower cost for dependent health services pickup, while the lower total salary figure used by the Controller yields a lower cost for the retirement pickup.

(b) The Controller based automobile allowance cost estimates on 100% use of personal vehicles for City business (or 48 employees). Based on discussions with Mr. McConlogue of BBI, the Budget Analyst decreased this estimate to 20% (or 12 of 59 employees), resulting in a lower annual cost to the City for the automobile allowance. The Controller also assumed a negligible cost for MUNI Fast Passes, since the automobile allowance estimate was based on 100% use of employees' automobiles.

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2. As previously noted, these MOUs are final and binding due to the Arbitration Board's decision of May 23, 1994 and the Board of Supervisors June 20, 1994 vote to uphold the decision of the Arbitration Board. The proposed ordinances (Files 93-94-17.1 and 93-94-17.3) to implement the fiscal provisions of the MOUs, and the proposed resolutions (Files 93-94-17.2 and 93-94-17.4) to ratify the administrative provisions of the MOUs are enabling legislation that is required in order to implement the provisions of the MOUs. Since the Board of Supervisors voted to uphold the Arbitration Board's decision, making the MOUs final and binding, the Board of Supervisors must approve the proposed resolutions and ordinances to implement the MOUs.

Recommendation: Approve the proposed ordinances and resolutions.

Item 11 - 97-94-52

- Department:** Department of Public Health (DPH)
- Item:** Ordinance amending the City's Administrative Code by adding Section 1.47 thereto, authorizing the Department of Public Health to execute hold harmless agreements with MAXIMUS, Inc.
- Description:** Currently, MAXIMUS, Inc. contracts with the Federal Social Security Administration (SSA) to provide case management services to persons receiving Supplemental Security Income (SSI) who require substance abuse treatment services. MAXIMUS is proposing to subcontract out this work to the City of San Francisco, whereby DPH would provide case management services to SSI recipients requiring substance abuse treatment services in San Francisco. The City currently subcontracts these case management services to the Haight Ashbury Clinic. The proposed ordinance would authorize the Department of Public Health to enter into mutual hold harmless agreements with MAXIMUS, Inc. for the provision of these services. Under these agreements, the City would hold MAXIMUS, Inc. harmless from liability for injuries or damages which result from the negligence of employees of the City and County of San Francisco.
- Comment:** Ms. Paula Jesson of the City Attorney's Office states that it is common and reasonable for MAXIMUS to request hold harmless agreements in a subcontracting agreement in which MAXIMUS is acting as an agent for the Federal government to the City. The proposed ordinance does not include the Haight Ashbury Clinic, the agency with whom the City subcontracts to provide the case management services, in the proposed hold harmless agreement. However, Ms. Monique Zmuda of DPH reports that the City already has a hold harmless agreement with the Haight Ashbury Clinic which holds the City harmless from liability for injuries or damages which result from the negligence of Haight Ashbury Clinic employees.
- Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Item 12 - File 64-94-14

Department: Real Estate Department
Police Department, Crime Prevention Unit

Item: Resolution authorizing a new lease of real property at Tenth and Howard Streets (St. Joseph's Facilities) for the San Francisco Police Department's Crime Prevention Unit.

Location: Tenth and Howard Streets (St. Joseph's Facilities)

Purpose of Lease: Relocation of Police Department's Crime Prevention Unit

Lessor: Roman Catholic Welfare Corporation of San Francisco (Archdiocese)

No. of Sq. Ft. and Cost/Month: Approximately 25,100 square feet plus parking spaces for Crime Prevention Unit vehicles, at approximately \$0.159 per square foot per month, for a total cost of \$4,000 per month.

Annual Cost: \$48,000

Term of Lease: September 1, 1994 through September 30, 1995 (13 months)

Right to Renewal: None

Source of Funds: Police Department's FY 1994-95 Budget (General Fund)

Description: The Police Department's Crime Prevention Unit is responsible for bomb disposal, providing supplemental neighborhood patrol, and responding to critical incidents and demonstrations. Recently, the Crime Prevention Unit relocated to Tenth and Howard Streets, which is the subject of the proposed legislation, from its former site at the Police Academy, located at 350 Amber Way in the Upper Diamond Heights area. The purpose of this relocation was to provide additional space to train the Police Officers needed to comply with the full staffing requirements, as mandated by Proposition D. Proposition D was approved by the San Francisco electorate in June of 1994 to provide for 1,971 uniformed personnel as of June 30, 1995.

In addition, according to Sergeant John Bisordi of the Police Department, when the Police Academy on Amber Way first opened in 1986, the Police Department, after meeting with local community groups, assured residents in the Upper Diamond Heights area that the Police Academy would not

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be used for any other function besides training, in order to allay local residents' fears of having a 24-hour Police facility in the area. Sergeant Bisordi advises that when the Crime Prevention Unit moved to the Police Academy in early 1994, the Police Department assured local residents that the Crime Prevention Unit would only be temporarily located at the Academy until another location was identified.

The Real Estate Department advises that, due to the need for the Crime Prevention Unit to relocate quickly, the Archdiocese leased the site at Tenth and Howard Streets to the Crime Prevention Unit for the month of August, 1994 at a reduced rate of \$1,000, in accordance with Section 23.19 of the San Francisco Administrative Code. Pursuant to Section 23.19 of the Administrative Code, since the monthly rate was equal to or less than \$1,000, the lease, which was for one month only, did not require approval of the Board of Supervisors.

The Police Department advises that the immediate relocation of the Crime Prevention Unit was necessary because the Motorcycle Unit, which is part of the Crime Prevention Unit but is located at the Park District Station, had to relocate by August 1, 1994 due to the renovation of the Park District Station. The Police Department advises that it therefore decided to relocate the functions of the Crime Prevention Unit that were previously located at the Police Academy to the Tenth and Howard Streets location at the same time as the Motorcycle Unit.

Comment:

According to Ms. Claudine Venegas of the Real Estate Department, the lease cost of \$4,000 per month is actually less than the fair market value for the space at Tenth and Howard Streets. According to Ms. Venegas, the Archdiocese agreed to the \$1,000 lease rate for the month of August, 1994 only because that lease was for one month.

Recommendation: Approve the proposed resolution.

Item 13 - File 96-94-3

- Department:** Department of Parking and Traffic (DPT)
Department of Real Estate (DRE)
San Francisco General Hospital (SFGH)
- Item:** Ordinance approving the sale of Lot 1 in Assessor's Block 4213 to the San Francisco Parking Authority for the purposes of constructing an off-street parking facility to serve San Francisco General Hospital, and adopting findings pursuant to City Planning Code Section 101.1.
- Description:** The proposed ordinance would authorize the sale of Municipal Railway property at 24th and Utah Streets (Lot 1, in Assessor's Block 4213) to the San Francisco Parking Authority for construction of a six-level 800-space off-street parking facility for San Francisco General Hospital (SFGH). The Board of Supervisors previously approved legislation authorizing DPT to use Revenue Bonds supported by parking meter revenues to finance the design, acquisition, construction and related bond expenses of the parking facility for SFGH to be located at 24th and Utah Streets (Files 124-94-6 and 124-94-6.1).
- MUNI uses the 24th and Utah Street property to house its Maintenance and Facilities Services Division. According to the Department of Real Estate (DRE), the market value of this property is \$3,185,000 without buildings and free of hazardous materials. However, DRE reports that this property is contaminated with petroleum, asbestos and lead that the Department of Public Health estimates will cost approximately \$2,306,000 to remediate. In addition, there are buildings on this property that DRE estimates will cost approximately \$300,000 to demolish. Thus, the net value of the 24th and Utah Street property is \$579,000 (\$3,185,000 market value minus \$2,606,000 estimated cost to decontaminate the property and demolish the existing buildings).
- The Parking Authority has agreed to purchase the property for \$1.00 from MUNI and, additionally, pay MUNI \$579,000 out of the \$586,000 estimated cost to MUNI to temporarily relocate its operations to other facilities for three years. MUNI would absorb the additional \$7,000 in relocation costs (\$586,000 total cost minus \$579,000 Parking Authority payment).

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In addition, DPT would assume responsibility for remediating the property and demolishing the buildings. According to Mr. Jim Nelson of MUNI, MUNI has already begun relocating its operations to several sites in the City. Mr. Nelson advises that most of MUNI's Maintenance and Facilities Services Division staff and supplies have moved to Pier 80 which is vacant property owned by the Port and which will be leased by MUNI from the Port. Other MUNI staff and supplies will be moved to MUNI's 1301 Army Street site and other MUNI locations. MUNI estimates the \$586,000 in temporary relocation costs based on the following:

Moving Expenses	\$12,000
New Fences at 1301 Army & Pier 72 (Workorder to DPW)	21,000
Materials & Supplies for 1301 Army	15,000
New sewer for 1301 Army (Workorder to DPW)	20,000
Enclosed shed at 1301 Army (Workorder to DPW)	20,000
Four trailers at 1301 Army (3-year lease to buy)	38,000
Rental of Pier 80 from the Port (\$12,500 a month for 3 years)	450,000
Materials & Supplies for Pier 80 renovation	<u>10,000</u>
Total Temporary Relocation Costs	\$586,000

Mr. Nelson reports that while the estimated cost of \$586,000 will pay for the MUNI's temporary relocation costs, MUNI plans to eventually relocate its Maintenance and Facilities Services Division to another permanent location, which will require MUNI to purchase property, incur additional relocation costs and make any necessary renovations. Mr. Nelson reports that MUNI has identified a site on 22nd and Pennsylvania Streets for a new permanent location. MUNI estimates that the total cost to acquire, design and construct buildings on this site as well as fund additional relocation costs will be approximately \$12 to \$13 million. MUNI has applied for funds from the City's Transportation Authority (1/2 Cent Sales Tax funds) and for grant funds from the Federal government to fund those permanent relocation costs. Mr. Nelson reports that MUNI does not anticipate using any of the City's General Fund monies to finance those permanent relocation costs.

Comments:

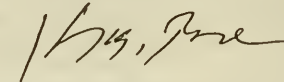
1. Both the Public Utilities Commission (PUC) and the Parking and Traffic Commission (PTC) have approved the proposed agreement (PUC Resolution 94-0158 and PTC Resolution 125-94-PA) for the sale of the MUNI property to DPT.
2. The projected cost of design, acquisition, construction and other related bond expenses of the 24th and Utah Street parking facility is \$21 million. As previously noted, these expenses will be financed by \$22,550,000 in Revenue Bonds, previously authorized by the Board of Supervisors, supported by parking meter revenues. According to Mr. Kevin Hagerty of the DPT, the DPT plans to issue these Revenue Bonds in October of 1994.
3. It is anticipated that construction work on this parking facility for SFGH would be started in November, 1994 and completed in July, 1996.
4. Ms. Angela Carmen of the SFGH states that the SFGH needs the parking garage to improve access to care for patients. Ms. Carmen further states that the parking facility is critical to implementation of the SFGH and Department of Public Health (DPH) strategic plans, related to future growth and development by the University of California at SFGH. Ms. Carmen adds that the ability of the SFGH to compete in a managed care environment depends on the ability of SFGH to attract patients who may have other options for obtaining care. For this reason, Ms. Carmen states that SFGH needs to provide sufficient and secure parking for SFGH patients, as well as for hospital staff and visitors.
5. A market survey and economic analysis performed for the DPT by Wilbur Smith Associates projects that, by 1996, there will be a mid-afternoon peak hour shortfall of 897 parking spaces at SFGH without the planned parking facility, based on an "average" demand scenario. Wilbur Smith Associates estimates that the actual 1996 shortfall could vary from a low of 745 spaces to a high of 1,049 spaces during the mid-afternoon peak hour.
6. Mr. Hagerty advises that the parking structure is designed so that an expansion from approximately 800 spaces to approximately 1,150 spaces could occur in the future.
7. Mr. Hagerty reports that the Parking and Traffic Commission approved the plan for the proposed parking facility at SFGH at their meeting of December 7, 1993 (Resolution No. 1366-93-PA).

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8. The proposed ordinance would also adopt findings pursuant to the Eight Priority Policies of City Planning Code Section 101.1.

Recommendation: Based on the Board of Supervisors previous policy decision to fund the parking facility to be located at 24th and Utah Streets for SFGH, approve the proposed ordinance.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

